



DOCUMENTS DEPARTMENT

5 : CLOSED  
STACKS



DOCUMENT INFORMATION CENTER  
© 1964 SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO  
PUBLIC LIBRARY

REFERENCE  
BOOK

*Not to be taken from the Library*

MAY 23 2000

SAN FRANCISCO PUBLIC LIBRARY



3 1223 05519 1580



Digitized by the Internet Archive  
in 2012 with funding from  
California State Library Califa/LSTA Grant

<http://archive.org/details/annualreport199196sanf>

SF  
A30  
#1

1991-92

# San Francisco

## Adult Probation Department



DOCUMENTS DEPT.  
JAN 07 1999  
SAN FRANCISCO  
PUBLIC LIBRARY

# ANNUAL REPORT

## 1991-1992

3 1223 05519 1580

# **ANNUAL REPORT**

## **1991-1992**

**City and County of San Francisco  
Adult Probation Department**

HALL OF JUSTICE  
880 Bryant Street, Room 200  
San Francisco, California 94103-4673  
Phone: (415) 553-1704

**ARLENE M. SAUSER, CHIEF  
ADULT PROBATION OFFICER**



## TABLE OF CONTENTS

Letter of Transmittal . . . . .	1
Mission Statement . . . . .	3
Organizational Overview 1991-92 . . . . .	4
Affirmative Action Statement . . . . .	6
Table of Organization . . . . .	7
Adult Probation Process . . . . .	11

### PROGRAMS

Investigation Division	12
Investigations by Charge . . . . .	15
Project 20 . . . . .	19
Training Program . . . . .	20
Community Services Division	21
Intensive Services Unit . . . . .	24
Gang Violence Suppression Program. . . . .	25
Drug Abatement . . . . .	26
Drug Diversion . . . . .	27
Domestic Violence Diversion Program . . . . .	28
Child Sexual Abuse Caseload . . . . .	29
Drinking Driver Program . . . . .	30



TABLE OF CONTENTS

<b>Administration</b>	32
Personnel and Budget. . . . .	32
Records/Reception . . . . .	32
Electronic Data Processing. . . . .	33
Transcription/Word Processing Center. . . . .	33
Information Processing . . . . .	34
Fiscal/Budget . . . . .	35
Accounting and Payroll. . . . .	35
Cashier's Office. . . . .	35
Purchasing/Inventory. . . . .	36





**ARLENE M. SAUSER**  
CHIEF ADULT PROBATION OFFICER

June 1, 1993

The Honorable Edward Stern  
Presiding Judge, Superior Court  
Room 450, City Hall  
San Francisco, CA 94102

Dear Judge Stern:

Again I present the Adult Probation Department's Annual Report, pursuant to San Francisco City and County Charter Section 3.501. The report has been delayed while we struggled to fill vacancies and recover from the aftermath of mass early retirements. Its usefulness is not diminished, however, as both program statistics and program descriptions presented by the program managers are essential as we chart the future and as we continue to work with others in their understanding of probation, its functions, and its place in the Criminal Justice System.

Toward the end of the Fiscal Year the Department was given the additional staff, two senior probation officers and a clerk typist to implement an accelerated investigation program which addresses jail overcrowding. We submit reports to court for sentencing in three weeks instead of four when defendants are incarcerated, thereby saving seven jail bed days per case. We also implemented our Dictaphone system through our Investigation Division, which has improved our efficiency and accountability. It also makes it possible for us to move into Telecommuting (Probation Officers working out of their homes under certain circumstances) should limited office space continue to be a problem.

A program we began this year, without any additional staff or resources, of which we are very proud, is our POWER program (Probation Officers Working to End Recidivism). It is described briefly in the Overview 91-92 Section and in more detail in the Community Services Division Section. We lost our Court Alternative Specialists to early retirements and were forced to phase our Project 20 Program out, however, fortunately the program itself was able to be absorbed by Pretrial Diversion staff.



The Honorable Edward Stern  
April 23, 1993  
Page 2

Providing good adult probation services to the City and County continues to be challenging in a time of ever increasing workload, and my staff continues to rise to that challenge for which I commend and thank them. We are very appreciative to the courts for the tremendous support, concern, and often patience they have shown the Department.

Special thanks goes to Mayor Jordan and his staff and the Board of Supervisors for their support and willingness to learn more about probation's role in the community and in the criminal justice system; that understanding has spared us from the kind of cuts many others are experiencing, cuts which would have had a disastrous impact on community safety and jail overcrowding.

Respectfully submitted,



Arlene M. Sauser, Chief  
Adult Probation Officer

AMS:hbm

0116R



## MISSION STATEMENT

The role and mission of the San Francisco Adult Probation Department is to aid in reducing the incidence and impact of crime in the community.

This basic statement of purpose recognizes:

- that probation services must focus on the issue of crime in the community;
- that probation services are distinct but integral part of the total criminal justice system; and
- that probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end Adult Probation Officers strive to play a leadership role in the development and implementation of correctional programs:

- that provide for public protection and prevention of crime and delinquency;
- provide services to the court; and
- assist offenders in becoming law abiding, productive members of the community.



## OVERVIEW 1991-92

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the Community by supervising offenders placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with offenders, making referrals to appropriate treatment or other resources, encouraging employment, and holding offenders accountable for their actions. Two programs funded through Office of Criminal Justice Planning (OCJP) grants were continued during the year, the Drug Abatement Program and the Violent Gang Suppression Program. The Intensive Services Unit, formerly funded with State AB 90 monies, continues to be funded by the City/County.

Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion cases (1000 et al P.C.).

During the year the Department began a voluntary program entitled POWER (Probation Officers Working to End Recidivism). Probation staff volunteers to work intensively with one or two POWER probationers at a time in addition to meeting the requirements of their regularly assigned duties. The target population is pregnant addicts and/or addicts with small children who are serving a lengthly county jail sentence. The Program receives guidance from an Advisory Board composed of Human Services and Criminal Justice professionals as well as treatment providers, private sector, community and POWER graduate, all of whom also volunteer their time. The Program has saved the City considerable money through reduced jail bed days, birth of healthy babies, women caring for their own children, and because of its voluntary nature, there has been no cost to the City.

A special program run by the Department which meets the requirements of court-ordered conditions is Project 20. This program allows the offender or traffic violator the opportunity to work community service hours in lieu of incarceration and/or fines, thus reducing the jail population in suitable cases but at the same time requiring the offender to pay back a debt to society.

During the 1991-92 fiscal year the workload in both the Community Services and Investigation Divisions declined. Collections increased, particularly our General Fund collections, as we drew closer to fully automating our collections operation. Some comparison highlights are as follows:

4,951 presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to 4,059 for FY 90-91, an increase of 22%. This is a dramatic increase and the Department continues to see that growth in the present fiscal year.



Accounting for a significant part of it seems to be the ever increasing numbers of undocumented aliens involved in the criminal justice system and what feels like a losing battle with drugs, particularly crack, for a majority of the defendants.

10,153 probationers were under Department supervision at the close of FY 91-92, down from 10,619 the previous year, for a slight decrease of 4.39%. This is the second year of decline, with the change being fewer cases from the Municipal Court. The number of court reports prepared in the program increased from 9636 FY 90-91 to 9976 FY 91-92 or 4%.

\$806,853 was collected in General Fund Revenues for FY 91/92. This is an increase of \$145,017 in General Fund Revenue over FY 90/91. In FY 91/92 we used Tax Intercept for the first time and were able to collect over \$25,000. Total collections were \$1,443,502, a slight decrease of \$28,785.

For the 11th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirements. This represents the number of years the program has been in existence.

Prisons and jails continue to be overcrowded and community corrections, probation and parole, particularly probation, continue to be underfunded. People who formerly were sentenced to State Prison often end up in probation caseloads because of the overcrowding; most of our caseloads are high, resources are lacking, and there is a great deal of recidivism.



AFFIRMATIVE ACTION  
POLICY STATEMENT

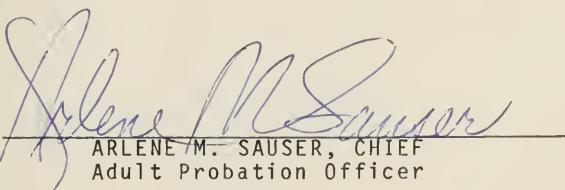
Consistent with the policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with the requirements which govern EEO and AA, Federal, State and Local laws and guidelines of fair employment. This policy is in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities and non-discrimination for all persons regardless of race, ethnicity, national origin, gender, sexual orientation, marital status, religion, disability, language diversity, political affiliation, age, or the medical condition (cancer-related), AIDS/ARC/HIV or medical signs or symptoms related thereto.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement, discipline and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. All employees are and will be informed of the Department's EEO/AE policy and all employees have a responsibility to comply. E. Lee Okumoto, Personnel Officer, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan as well as internal and external reporting and dissemination.

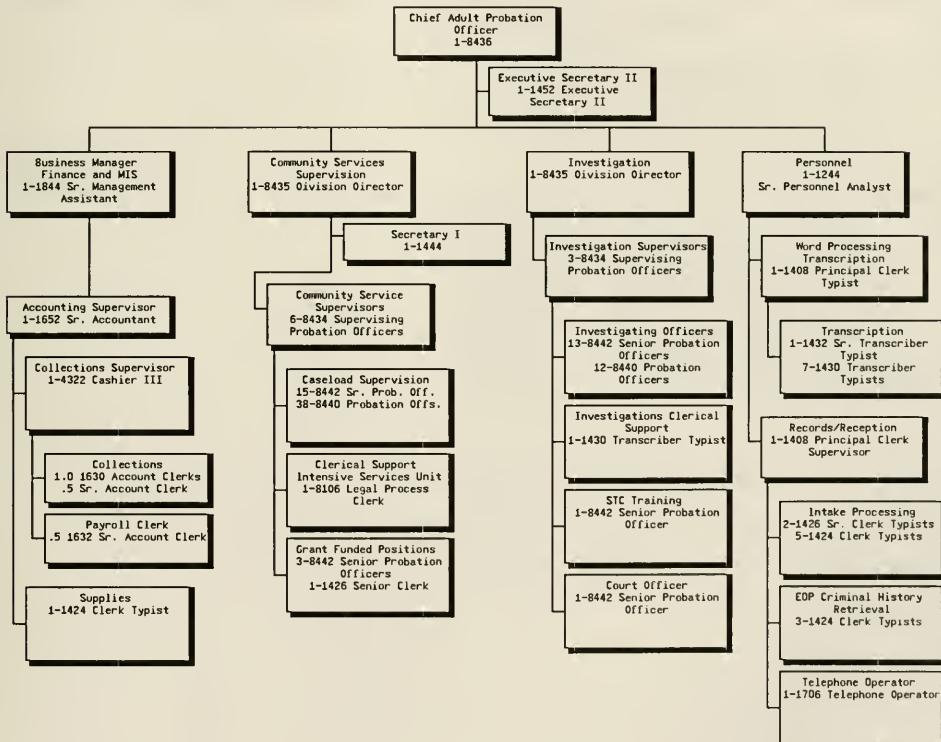


ARLENE M. SAUSER, CHIEF  
Adult Probation Officer



San Francisco Adult Probation Dep't.  
 Civil Service Organizational Chart  
 Revised 1/93

General Fund Positions=124  
 Grant Fund Positions=4  
 Total Department 128





## ADULT PROBATION DEPARTMENT

### Organization Chart by Activities

#### ADMINISTRATION

Chief Adult  
Probation Officer      Function: Overall administration of the Adult Probation Department.

Staffing: 1- Chief Adult Probation Officer (8436)  
              1- Executive Secretary II (1452)

Finance  
and Business  
Office      Function: Budget preparation, fiscal management and control, business office, collection of fines, fees, and restitution, information services, statistics, maintain computer operations, and telecommunications support. Develop new software applications for departmental use. Materials and Supplies Coordination.

Staffing: 1- Business Manager (1844)  
              1- Senior Accountant (1652)  
              1- Cashier III (4322)  
              2- Account Clerks (1630)  
              1- Senior Account Clerk (1632)  
              1- Supply Clerk (1424)



Records/Reception,  
Word Processing,  
Personnel  
Administration

Function: Personnel Administration, stenographic services coordination, Records and Reception coordination, Telephone coordination.

Staffing: 1- Personnel Officer/Office  
1- Manager (1244)  
2- Principal Clerks (1408)  
2- Senior Clerk Typists (1426)  
8- Clerk Typists (1424)  
1- Telephone Operator (1708)  
1- Senior Transcriber (1432)  
7- Transcribers (1430)

**TRAINING OFFICER**    Function:    Coordinate the STC state mandated training to ensure compliance as well as in-house training.

Staffing: 1- Senior Probation Officer ( 8442)

## COMMUNITY SERVICES

**Division Director**                      **Function:**                      **Oversee all functions**  
within Division.

Staffing: 1- Division Director (8435)

**Supervision**      Function: Provide supervision to persons placed on probation by the Courts.

Staffing: 6 Supervising Probation Officers (8434)  
16 Senior Probation Officers (8442)  
37 Probation Officers (8440)  
1- Legal Process Clerk (8106)

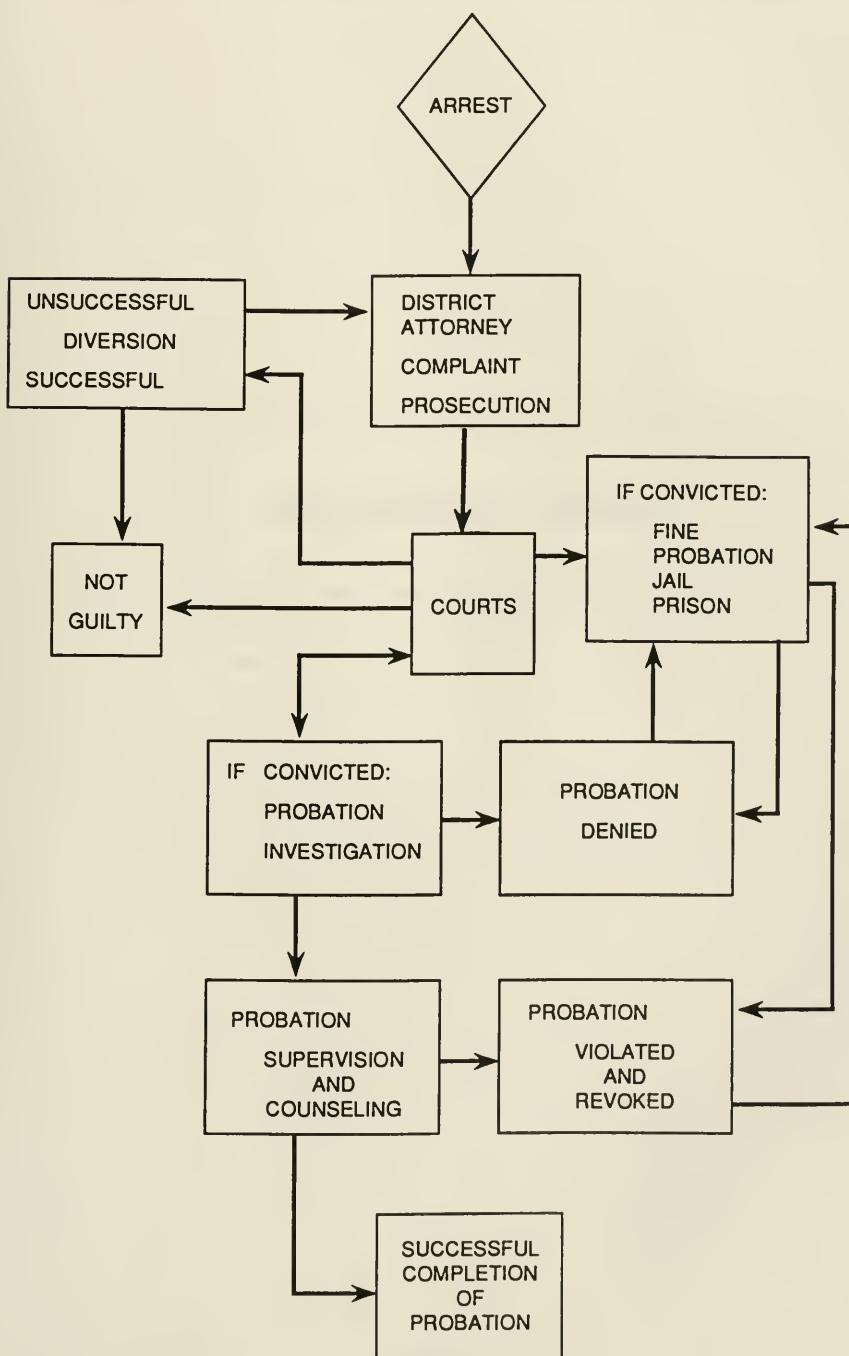


## INVESTIGATION DIVISION

Division Director	Function:	Oversee all functions within division
	Staffing:	1-Division Director (8435)
Investigation	Function:	Provide Reports to the Courts as mandated by the penal code.
	Staffing:	3 Supervising Probation Officers (8434) 11 Senior Probation Officers (8442) 12 Probation Officers (8440) 1- Transcriber Typist (1430)
Project 20	Function:	To administer community service alternative sentencing program for the Superior, Municipal Courts, and Traffic Courts.
	Staffing:	3- Court Alternative Specialists (8446) 1- Secretary I (1444)



# ADULT PROBATION PROCESS





**Investigation    Division**



## INVESTIGATION DIVISION

### Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in presentence reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division is Project 20, which provides certain criminal offenders and traffic law violators with the opportunity to perform community service in lieu of receiving other sanctions. Also attached to Investigation are the Department's training officer and a court alternative specialist who serves as court officer for the Department.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code, which also specifically mandates the preparation of probation reports as a part of the sentencing process in most felony cases. Sections 1000.6 through 1000.11 of the Penal Code provide the authority for the preparation of domestic violence diversion reports by probation departments. Community service is authorized directly or implicitly under several sections of the Penal Code, including 1203.1 and 1205.3 P.C.

### Program Structure

The Investigation Division has three units of investigators, each of which consists of a supervisor and between seven and ten probation officers. The main function of these officers is to investigate the backgrounds of defendants who are awaiting sentencing and to prepare court reports about them. The types of work prepared in the Division include preplea, presentence, postsentence (1203c) and domestic violence diversion reports. However, about 90% of the investigating units' output consists of presentence reports on convicted felons.



## INVESTIGATION - 2

The training officer manages the Department's ongoing employee training program and also serves as 1203.9 Penal Code coordinator. (Section 1203.9 of the Penal Code provides for the transfer of legal jurisdiction of probation cases between counties in California, and the training officer oversees this process as it applies to adult probation cases in San Francisco. During FY 91-92, nine incoming 1203.9 PC cases were accepted by the Department, and 16 were rejected. One case was transferred out.)

The training program is described in more detail later in this report. The training officer reports to the Division Director.

The major function of the court officer is to represent Adult Probation in the Master Calendar Department of Superior Court. The duties of this position include processing all referrals from court requiring probation reports and also acting as liaison between the Probation Department and the Superior Court. The court officer reports to one of the investigating unit supervisors.

Project 20 is a separate unit consisting of two court alternative specialists and one secretary. The project's activities and output are described in detail later in the Division's report.

### Program Staff

Division Director (8435)	1
Supervising Probation Officers (8434)	3
Senior Probation Officers (8442)	12
Probation Officers (8440)	12
Court Alternative Specialists (8446)	3
Secretary (1444)	1
Clerk Typist (1424)	<u>1</u>
	33

### Program Objectives

The objectives of the Investigation Division are:

- 1) to prepare complete, accurate, objective and timely reports for the Superior and Municipal courts;
- 2) to provide all probation officers with the introductory and ongoing training mandated by state law for them, and to provide all employees of the Department with job related training on an as needed basis;
- 3) to screen and monitor selected offenders permitted by the courts to work for non-profit organizations as a sentencing alternative, and to collect service fees from those offenders as appropriate.



## INVESTIGATION - 3

<u>Program Output -</u> <u>Investigation Units</u>	<u>FY 91-92</u>	<u>FY 90-91</u>	<u>Net Change</u>
1. Total Presentence and Preplea Investigations, Superior Court	4,290*	3,631	+18%
2. Total Presentence and Preplea Investigations, Municipal Court	3**	7	-57%
3. Supplemental Reports (including CRC, Atascadero, 1203.3, progress reports and bench warrant returns)	178	97	-83%
4. Domestic Violence Diversion Reports	244	197	+24%
5. Postsentence Reports (1203c P.C.)	236	127	+86%
6. Court Services			
A. Courtesy Investigations/ Closed Case Research	26	40	-35%
B. Cases processed per 1203.9 P.C.			
accepted	9	15	
rejected	19	16	
pending as of 6/30/91	0		
Total	28	36	

\* 3 Preplea; balance Presentences

\*\* 2 Preplea; 1 Presentence



**INVESTIGATIONS  
PRESENTENCE & POSTSENTENCE**

**Penal Code**

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 32	Accessory to felony	52
PC 118	Perjury	5
PC 136.1	Intimidation of witnesses/victims	5
PC 148	Resisting arrest	47
PC 148.1	False bomb threat	3
PC 148.9	False identity to police officer	10
PC 166	Contempt	4
PC 182.1	Conspiracy to commit any crime	9
PC 186.2	Criminal profiteering	6
PC 187/644	Attempted murder	4
PC 187	Murder	13
PC 191.5	Vehicular manslaughter when intoxicated	3
PC 192(a)	Voluntary manslaughter	11
PC 192(b)	Involuntary manslaughter	3
PC 192(c)(1)	Vehicular manslaughter w/negligence	3
PC 192(c)(3)	Driving vehicle/viol. of Sec. 23152 or 23153	2
PC 207	Kidnapping	3
PC 212.5(a)	Robbery of public trans. driver or in a dwelling	54
PC 212.5(b)	Robbery - second degree	359
PC 212.5(b)664	Attempted robbery - second degree	61
PC 220	Assault w/intent to commit felony	29
PC 236	False imprisonment	9
PC 240	Assault	5
PC 242	Battery	245
PC 243(b) & (c)	Battery on peace officer	17
PC 243(d)	Battery on a person	30
PC 243.4(a)	Sexual battery	8
PC 245(a)(1)	Assault w/deadly weapon other than firearm	309
PC 245(a)(2)	Assault with firearm	61
PC 245(c)	Assault with deadly weapon on peace officer	8
PC 246	Shooting at car or inhabited/dwelling	25
PC 261	Rape	17
PC 261.5	Unlawful sexual intercourse	2
PC 266	Enticement for prostitution	1
PC 273(a)(1)	Cruelty to a child	12
PC 273.5	Corporal injury on spouse	153
PC 273.6	Viol.dom.viol. stay away order	1
PC 278.5	Deprivation of right to physical cust. or visitation	3
PC 286(c)	Sodomy	3
PC 288	Lewd act/child under 14	5
PC 288(a)	Oral copulation	32
PC 289(a)	Penetration of genital by foreign object	6



Penal Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 314.1	Indecent exposure	4
PC 337(a)(1)	Bookmaking	10
PC 417(a)(b)(c)	Exhibiting firearm; exhib. firearm at day care center or in presence of peace officer	8
PC 417.8	Exhibiting deadly weapon to resist peace officer	2
PC 422	Terrorist threats	4
PC 424	Embezzlement by public officer	1
PC 451	Arson	7
PC 452(c)	Arson of dwelling or forest land	2
PC 459/664	Attempted burglary	19
PC 459	Burglary	665
PC 466	Possession of burglary tools	33
PC 470	Forgery	39
PC 475(a)	Check fraud	52
PC 476	Possession of forged check	15
PC 484	Theft	32
PC 487.1	Grand theft	123
PC 487/664	Attempted grand theft	5
PC 487.2	Grand theft from person	77
PC 496	Receiving stolen property	108
PC 504	Embezzlement	6
PC 594(a)	Vandalism	10
PC 602	Trespassing	1
PC 653(f)	Soliciting for commission of crime	6
PC 666	Petty theft with a prior	108
PC 4530	Escape from work furlough	26
PC 4532	Escape from county jail	13
PC 12020	Concealed weapon	53
PC 12021	Concealed firearm	107
PC 12025	Concealed weapon within vehicle	20
PC 12031	Carrying a loaded firearm	9
Miscellaneous Penal Code charges		<u>15</u>
Total Penal Code charges		3218



Vehicle Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
VC 12500(a)	Driving w/o valid license	7
VC 10851	Vehicle theft	95
VC 10852	Auto Tampering	2
VC 14601	Driving w/privileges suspended/revoked	15
VC 20001	Duty to stop at scene of accident	19
VC 20002	Duty to stop when property damaged	4
VC 23103	Reckless driving	4
VC 23152(a)	Driving under influence alcohol/drugs	44
VC 23153(a)	Driving under influence/bodily injury	31
VC 23153(b)	Driving w/0.10% alcohol blood level	9
Miscellaneous Vehicle Code charges		<u>7</u>
Total Vehicle Code charges		237



Health & Safety Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
HS 11350	Possession of narcotics	1002
HS 11351	Possession for sale of controlled substances	166
HS 11351.5	Possession of cocaine for sale	487
HS 11352	Sale/transport narcotics	388
HS 11355	Sale false represented cont. substance	9
HS 11357(a)	Illegal possession of cannabis	6
HS 11359	Possession for sale/marijuana	171
HS 11360(a)	Sale/transport marijuana	110
HS 11377	Possession of dangerous drugs	143
HS 11378	Possession for sale/dangerous drugs	55
HS 11379	Sale/transport dangerous drugs	47
Miscellaneous Health & Safety Code charges		<u>12</u>
Total Health & Safety Code charges		2596

Welfare & Institutions Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
WI 10980;	Welfare and food stamp fraud	86
Miscellaneous Welfare & Institutions Code Charges		<u>1</u>
Total Welfare & Institutions Code charges		87

Business & Professions Code

Miscellaneous drug charges	11
TOTAL CHARGES INVESTIGATED	6125



PROJECT 20Program Description

Project 20 is a post conviction community service program operated by the San Francisco Adult Probation Department. Adult clients referred from the courts are placed in unpaid positions with non profit agencies to serve a specified number of hours within a given time period.

The majority of clients are referred by traffic court after asking to perform community service hours as an alternative to the payment of traffic fines. The hours are valued at a fixed rate which is set by the county; the current conversion rate is \$5.00 for each hour of community service work. Clients may also be referred by criminal courts as a sentencing alternative and/or as a condition of probation, by state or federal probation/parole agencies, and by outside jurisdictions (inter-county referrals) if the client lives and/or works in San Francisco.

Community service allows clients to contribute their time, talents and energy to a variety of positions ranging from unskilled to professional, thus benefiting the community while fulfilling the client's obligation to the courts. Over 200 agencies are on the list from which clients may choose their work site. Some representative agencies are:

AIDS Foundation	Richmond District YMCA
Arriba Juntos	Salvation Army
Asian Art Museum	Samoans for Samoa
Bayview-Hunter's Pt. Sr. Center	S.F. Community Recyclers
Calif. Academy of Sciences	S.F. General Hospital
California Lawyers for the Arts	S.F. National Cemetery
Cross-Cultural Family Center	St. Anthony's Dining Room
Episcopal Sanctuary	St. John's Tutoring Center
Galeria de la Raza	Self-Help for the Elderly
Glide Memorial Church	Tenderloin Recreation Center
Goodwill Industries	Thirtieth Street Center
Magic Theatre	V.A. Hospital
Mission Adult Center	Visitation Valley Comm. Center
Open Hand Project	Western Addition Project Area
Pleasure Endeavors	William DeAvila School
Potrero Hill Neighborhood House	Women, Inc.

Program Staff

Project 20 is staffed by two court alternative specialists and one secretary/receptionist.



## INVESTIGATION - 9

### Program Output

	<u>FY 91-92</u>
Referrals from traffic courts	3499
Referrals from criminal courts	142
Inter-county referrals	<u>258</u>
Total referrals	3899
Total court reports prepared	5620
Number of hours of community service performed	168,266

On June 30, 1992 Project 20 ceased operation as a part of Adult Probation because the positions allocated to the program had been eliminated from the Department's budget for FY 92-93. Most of the functions formerly carried out by Project 20 were assumed in July, 1992 by the San Francisco Pretrial Diversion Project.

### TRAINING PROGRAM

Training for the San Francisco Adult Probation Department is mandated through the Standards and Training for Corrections Program, a State funded entity.

During the probation officer's initial year of employment s/he is required to complete a 200 hour certified basic training course. Thereafter, the officer is required to complete 40 hours of certified training annually. New supervisors are required to complete an 80-hour basic training course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as STC Training Officer and is responsible for insuring compliance with the STC training requirements. During FY 1991-92, the Department spent \$38,914 in state funds for training of staff. A total of 91 employees received training. All eligible staff members either completed their training requirements or were excused for medical or other reasons. Altogether, 3715.25 training hours were completed.

In every year since inception of the program, the Adult Probation Department has successfully completed the STC training requirements.



**Community Services Division**



## COMMUNITY SERVICES DIVISION

### Program Description

The Community Services Division enforces court orders and provides supervision to persons granted probation by the Superior and Municipal courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report to the probation officer. The classification system as used in this agency emphasizes community protection.

The Division is also responsible for the supervision of individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.), Domestic Violence Diversion (1000.6 P.C.), and Mentally Retarded Diversion (1001.20 P.C.). Probation officers are responsible for supervising divertees' participation in and completion of either an educational or treatment program.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer, who shall determine the level of supervision."

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

### Program Structure

The Community Services Division has six service units, each of which consists of a unit supervisor and either eight or nine probation officers. All six units supervise individuals granted probation in the Municipal and Superior Courts of San Francisco.

In June 1989 Community Services began a reorganization of its general supervision cases into caseloads based on their risk classification and court of origin. This reorganization focused the Department's limited resources on the defendants who pose the greatest threat to the community. The process was completed in August 1989, and will be reviewed in the latter part of 1991.



Program Structure (continued)

During reorganization, all general supervision cases were reassigned to one of three types of caseload: Maximum Risk (including felons and misdemeanants), Superior Court Medium and Minimum Risk, and Municipal Court Medium and Minimum Risk. At the end of the fiscal year, there were 32 of these caseloads, organized into four separate units.

<u>Type of Caseload</u>	<u>Number of Caseloads</u>	<u>Average Size</u>
Maximum Risk	12	100 cases
Superior Court Medium/ Minimum Risk	16	300 cases
Municipal Court Medium/ Minimum Risk	8	390 cases

Of these caseloads, one Maximum Risk, three Superior Court Medium/Minimum Risk and one Municipal Court Medium/Minimum Risk consisted primarily of Spanish speaking defendants and were supervised by bilingual officers.

As of June 30, 1991, one Superior Court Medium/Minimum caseload was uncovered because the officer assigned to it was on extended sick leave. Plans for FY 1992-93 include the hiring of an additional Spanish speaking officer for a Municipal Court Medium/Minimum caseload and the creation of a Municipal Court Maximum Domestic Violence caseload.

A fifth unit, known as Intensive Services, provides close supervision of certain high risk offenders in caseloads of 50 probationers or less. Its program is described in detail later in this report.

A sixth unit was composed of officers with specialized assignments, including Drug Diversion, Drug Abatement, the Drinking Driver Program and two Driving Under the Influence caseloads.

Attached to one of the first four units were the Domestic Violence Diversion and the Child Sexual Abuse caseloads. These, along with Drug Diversion, Drug Abatement, the Drinking Driver Program and DUI caseloads are described later in this report.

Program Staff (authorized strength)

Division Director (8435)	1
Supervising Probation Officers (8434)	6
Senior Probation Officers (8442)	17
Probation Officers (8440)	38
Senior Clerk Typist (1426)	1
Legal Process Clerk (8106)	1
	64



## COMMUNITY SERVICES - 3

### Program Objectives

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation, and to work cooperatively with other agencies toward that end;
2. To ensure compliance with court orders by those persons granted probation and to return to court probationers who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment, employment, training, education, and other community resources; and
4. To supervise the payments by probationers of restitution to victims, fines, attorney fee recoupment, probation costs, and other financial obligations. (Please refer to the Administration Division of the annual report for a summary of collections in FY 90-91.)

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	10,619	11,435	-7.14%
Cases added	6,975	6,241	
Total cases under supervision	17,594	17,676	
Terminations/Expirations	7,461	7,057	
Caseload - end of fiscal year	10,153	10,619	-4.39%
Court reports	9,976	9,639	

### Special Programs

#### 1. POWER PROGRAM

The Adult Probation Department has initiated volunteer program entitled the POWER Program (Probation Officers Working to End Recidivism). POWER provides one to one intensive services to women probationers who are pregnant or have small children, with a view toward breaking the arrest cycle.

Supervision and planning can begin during the period of incarceration, in consultation with the Sheriff's custody staff. The Probation Department staff also networks with the Department of Social Services, Health Department, and community-based substance abuse programs.

The approach is a 12-week program commencing immediately upon release (if in custody), consisting minimally of a weekly one-on-one counseling session between the officer and probationer and a weekly training class addressing such issues as: life skills, self esteem, AIDS/HIV education, day-to-day economics, abusive relationships, chemical dependency, parenting and grooming/personal hygiene, to name some of the classes. Classes are taught by Probation Department staff and volunteers from other agencies.



## 2. INTENSIVE SERVICES UNIT

### Program Description

On December 10, 1978 the Intensive Services Unit became operational through a state funded subvention program enacted by the Legislature (AB 90). As of this fiscal year funding was picked up in the Department's general fund budget due to a greatly reduced allocation to San Francisco from the State. The unit presently supervises, in caseloads of 50 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. For each assigned case the probation officer develops a case assessment plan, which includes the nature of the probationer's problem(s), short and long-term goals, the need of support services, and financial planning. The probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan as needed, but not less frequently than every six months. There are frequent fact-to-face contacts by officers with probationers, both in the office and the community.

### Program Staff

The Intensive Services Unit is staffed by a supervising probation officer, two senior probation officers, six deputy probation officers, and one legal process clerk. The senior and deputy probation officers are assigned to specializations in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs. A probation officer with a special gang caseload funded by another state grant is also attached to the ISU. (See Gang Violence Suppression Program below.) He and the other gang caseload officer in ISU are armed for their protection while working in the community. The Program output totals for ISU include the GVS caseload.



## COMMUNITY SERVICES - 5

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	402	370	+8.65%
Cases added	295	296	
Total cases under supervision	697	666	
Terminations/expirations	313	264	
Caseload - end of fiscal year	384	402	-4.48

3) GANG VIOLENCE SUPPRESSION PROGRAMProgram Description

In July 1986 the California Office of Criminal Justice Planning (OCJP) approved the Adult Probation Department's application for funds to create a special gang caseload under the Gang Violence Suppression Program. The project is officially known as the "Gang Caseload Component of the Intensive Services Unit." The purpose of the project is to reduce gang violence by the intensive surveillance and supervision of certain adult criminal gang members in San Francisco.

This OCJP grant provides funds for one probation officer position. The officer intensively supervises a caseload of under 50 probationers, the majority of whom are Hispanic gang members. The GVS Program funded officer works closely with another officer in the ISU unit who also has a caseload of gang offenders. Both officers are armed, have protective vests and two-way radios, and often go as partners on field visits to dangerous neighborhoods. Both gang officers maintain close liaison with the San Francisco Police Department and District Attorney's Office, and with the Bay Area Gang Task Force, which consists of representatives of various Bay Area law enforcement agencies. They also work closely with various rehabilitative agencies.

Program Staff

One senior probation officer (8442) is funded by this program.

Program Output

During FY 91-92 a total of 61 defendants were supervised in this caseload.



4) DRUG ABATEMENTProgram Description

The Department's Drug Abatement Program started in March 1988. It is funded by a grant from the federal government and monitored by the State of California's Office of Criminal Justice Planning. OCJP decided which agencies would receive this federal money and it set the case management standards for the program.

In this program a total of up to 50 drug offenders on felony probation receive close supervision. Males are supervised by a male officer, females by a female officer. Probationers are expected to report in person to a probation officer three times a week. During each visit they are required to give a urine sample and to submit to a physical examination for evidence of drug usage. Each probationer must also participate in drug treatment.

In FY 91-92 the officers in the program collected 3,021 urine specimens from probationers. Close supervision of these typically unstable offenders resulted in many individuals being returned to court as violators. Still, 53% of all persons under supervision in Drug Abatement in FY 91-92 left the program as successes, and a number of probationers in the program as of 6-30-92 were responding favorably to intensive supervision. The emphasis in selecting drug offenders for the caseload of female probationers, continued to be on pregnant women and women with custody of minor children. Success in such cases is doubly significant because of the impact on the children. During the year, for example, two babies were born drug free while their mothers were supervised in Drug Abatement and at the end of this Fiscal Year there were two pregnant women who are receiving prenatal care and are drug free.

Results such as this show that the program benefits the community not only by returning offenders to court quickly for violations but by motivating some probationers to achieve stable, drug free lives, thus providing better lives for their children.

Program Staff

Two senior probation officers and one senior clerk/typist are funded by this program.

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	43	45	-4.44%
Cases added	142	110	
Total cases under supervision	185	155	
Terminations/expirations	133	112	
Caseload - end of the fiscal year	52	43	+20.93%



5) DRUG DIVERSIONProgram Description

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is granted by the court, there is ongoing contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Because the intake of new cases is heavy, the program's officers use group orientations to instruct new clients in the conditions of probation.

Program Staff

Two senior probation officers and a deputy probation officer are assigned to the Drug Diversion Program. One of the officers is bilingual in English and Spanish.

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	657	867	-24.22
Diversion granted	774	781	
Total cases under supervision	1,431	1,648	
Diversion completed/terminated	764	991	
Diversion caseload - end of fiscal year	667	657	+ 1.52
Court reports prepared:			
Suitability reports	2,715	1,438	
Progress reports	1,080	1,399	
Total	<u>3,795</u>	<u>2,837</u>	+33.77



6) DOMESTIC VIOLENCE DIVERSIONProgram Description

The Domestic Violence Diversion Program became operative in January 1980 as a result of 1979 law (1000.6 P.C.). It provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and a report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the divertee's diversion program, which usually includes counseling, and prepares periodic progress reports for the court.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstated if the divertee is not participating satisfactorily or not benefiting from the program.

Program Staff

Three probation officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One probation officer in Community Services supervises all persons placed on diversion except those who speak only Spanish. The Spanish speakers, of whom there were 29 at year's end, are supervised by a bilingual officer.

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	152	127	+19.69%
Diversion granted	210	181	
Total cases under supervision	362	308	
Diversion completed/terminated	170	156	
Diversion caseload - end of FY	192	152	+26.32%
Progress reports prepared	380	327	+16.21%

In FY 91-92, 76% of all terminated diversion cases were closed as successes, meaning that the court found that the defendant had complied with the conditions of diversion.

In FY 90-91, one defendant was supervised on Mentally Retarded Diversion (1001.20 P.C.) by an officer with a domestic violence diversion caseload.



7) CHILD SEXUAL ABUSE CASELOADProgram Description

Since March 1984 an officer has been assigned to supervise persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

Program Staff

One probation officer handles this assignment.

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	80	113	-29.20%
Cases added	28	20	
Total cases under supervision	108	133	
Terminations/expirations	46	53	-13.21%
Caseload - end of fiscal year	62	80	-22.5%

7) DRINKING DRIVER PROGRAM (DDP)Program Description

The Drinking Driver Program is responsible for determining the eligibility and motivation of individuals who are placed in the program by the court. Those eligible are persons convicted more than once of driving under the influence of alcohol, provided that they have not participated in DDP during the past four years. Individuals deemed ineligible by law or not desirous of program participation are referred back to court, where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise the progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism and provided by Counseling Services for Drinking Drivers. Persons who are rearrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.



COMMUNITY SERVICES - 10

9. DRINKING DRIVER PROGRAM (DDP) (continued)

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

The program's staff has a personal computer which is used to monitor their large caseloads and to prepare court reports more efficiently. The officers use group orientations to instruct new clients in the conditions of probation.

Program Staff

The Drinking Driver Program is supervised by a senior probation officer and a probation officer.

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
DDP caseload - beginning of fiscal year	842	842	+ 5.94%
Cases added	541	540	
Total cases under supervision	1,433	1,382	
Expirations/terminations	423	490	
DDP caseload - end of fiscal year	1,010	892	+13.23%
Total court reports prepared	587	590	- 0.51%

The program's officers began generating motions on a personal computer during FY 89-90, which greatly increased the number of court motions they have been able to file on their caseloads.

10) DRIVING UNDER THE INFLUENCE PROGRAM (DUI)

Program Description

As part of the Departmental reorganization which began in June 1989, all of the approximately 2,000 persons on supervised probation for driving under the influence of alcohol or drugs were assigned to one unit. Offenders enrolled in DDP were supervised as noted in 7) above. The remaining DUI offenders were placed in one of two other large caseloads. (Previously, non-DDP driving under the influence cases had been scattered throughout the Department's general supervision caseloads.) Combining DUI and DDP cases in one unit allows officers to develop expertise in a specialized area and to manage a high volume of work more efficiently through the use of group orientations and automation.

Virtually all cases in the DUI program have restitution and treatment as conditions of probation. Officers are responsible for monitoring each probationer's participation in treatment and their payment of restitution, fines and fees. Officers use group orientations to instruct new clients in the conditions of probation.



DRIVING UNDER THE INFLUENCE PROGRAM (DUI) (continued)Program Staff

The DUI program is supervised by one senior probation officer and two probation officers. One of the probation officers is bilingual in Spanish and English.

<u>Program Output</u>	<u>1991-92</u>	<u>1990-91</u>	<u>Net Change</u>
DUI caseload - beginning of fiscal year	1,334	1,293	+ 3.17%
Cases added	511	1,017	-49.75%
Total cases under supervision	1,845	2,310	
Expirations/terminations	617	976	
DUI caseload - end of fiscal year	1,228	1,334	
Total court reports prepared	443	326	+35.89%

COURT REPORT ACTIVITY BY COURT

	<u>Superior Court</u>		<u>Municipal Court</u>	
	<u>1991-92</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1990-91</u>
July	358	366	442	464
August	379	418	387	506
September	362	366	464	319
October	389	368	473	498
November	295	363	446	418
December	355	351	406	422
January	446	370	546	450
February	384	348	398	391
March	414	413	476	380
April	421	367	422	463
May	400	351	424	444
June	416	373	473	427
Total	4,619	4,454	5,357	5,182

GRANTS OF PROBATION BY COURT

At the end of FY 1991-92, there were 10,153 active cases in Adult Probation, of which 5,788, or 57%, were Superior Court cases, and 4,365, or 43%, were from Municipal Court.



**Administration   Division**



ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Personnel Analyst and Senior Management Assistant to perform the duties of Personnel Officer and Budget Officer, and supervise the activities described in the functions listed below:

Function: Personnel and Budget

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers. Serves as Personnel Hearing Officer, Affirmative Action Coordinator, and Management's Labor Representative.

Prepares annual budget and supplemental budgetary requests. Reviews FIRM/FAMIS fiscal reports for adherence to targeted expenditure and revenue goals.

Service Objectives - To administer the staffing and fiscal resources providing support and services to the Department.

Staff

Senior Personnel Analyst (1244) 1

Function: Records-Reception

Under the supervision of a Principal Clerk, this section staffs reception area and telephone switchboard. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. The Query Probation (QPRO) system is used to access active cases on line.

Service Objectives - To keep accurate, up-to-date records of cases active and inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records that removes from files all records as soon as legally allowable.

Staff

Principal Clerk (1408)	1
Telephone Operator (1706)	1
Clerk Typist (1424)	5
Senior Clerk Typist (1426)	2
Total	9



Function: Electronic Data Processing

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is limited to retrieval of information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries.

Service Objectives - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics; to work toward an input system which will automate the central index, Cashier's Office, management and statistical reports.

Staff

Clerk Typist (1424)	Total	3
---------------------	-------	---

Function: Transcription/Word Processing Center

This centralized Department pool types and uses word processing to transcribe work from both the Investigation and Community Services Division of the Department. Transcription work processed here includes presentences, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Supplemental reports are transcribed directly from dictated tapes into final while, all presentence reports are transcribed through a digital voice processing system. The computerized digital voice system can store, assess, manage and disseminate the spoken word for transcription.

This section produced 7,540 documents during this fiscal year, which averages 754 per operator. Some Probation Officers typed their own documents. The volume of work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers, staff, and the documents produced by the administrative staff.

Service Objectives - To return completed presentence reports to officers five working days before the court date and to return all other reports to officers 3.5 working days before the court date. To meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.



Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typist (1430)	8
	TO

INFORMATION PROCESSING

The Department continues to move ahead in the field of information processing. This fiscal year has seen a number of important objectives being met. Our billing system was obtained from Sonoma County at no cost to the Department. We have modified the program to meet the needs of San Francisco. We went on-line with the new system on 9-15-91. The Drunk Driving Application continues to function well. Preliminary results show that the officers handling the caseload with the computer were able to produce triple the number of reports compared to the conventional caseloads. We are working to automate the DUI (driving under the influence) caseloads.



## ADMINISTRATION - 4

### Function: Fiscal/Budget

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Objective (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors. Prepares legislation for Board of Supervisors action.

Service Objective: To administer the fiscal resources of the Department.

Staff: Senior Management Assistant (1844) 1

### Function: Accounting and Payroll

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.

Service Objectives - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

### Staff

Sr. Accountant (1652)	1
Account Clerk (1630)	.5
Total	<u>1.5</u>

### Function: Cashier's Office

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1989-90, a total of \$1,360,660 passed through this office. These funds are processed through 22 different accounts to the City's General Fund, the State of California and to victims of crime. A breakdown of this disbursement and a comparison of the last three years are provided on page 33.

In June 1989 the Board of Supervisors approved a supplemental appropriation request for \$109,933 for the purpose of automating the collection function.

Service Objectives - To effectively and efficiently collect and disburse all judicially ordered payments.

### Staff

Cashier III (4322)	1.0
Account Clerk (1630)	.5
Total	<u>2.5</u>



Function: Purchasing-Inventory

Under the supervision of the Senior Management Assistant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Service Objectives - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

Staff

Clerk Typist (1424) 1

Function: Closed Files

The 1426 Senior Clerk Typist position assigned to the Closed File room was deleted from the budget effective July 1, 1988.







SF  
A30  
1  
A12-81

DOCUMENTS DEPT.  
APR 13 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

# San Francisco Adult Probation Department



## ANNUAL REPORT 1992-1993



# **ANNUAL REPORT**

**1992-1993**

**City and County of San Francisco  
Adult Probation Department**

HALL OF JUSTICE

880 Bryant Street, Room 200

San Francisco, California 94103-4673

Phone: (415) 553-1704

**ARLENE M. SAUSER, CHIEF  
ADULT PROBATION OFFICER**



## TABLE OF CONTENTS

Letter of Transmittal	1
Mission Statement	3
Organizational Overview 1992-93	4
Affirmative Action Statement	6
Table of Organization	7
Adult Probation Process	10
Organization Chart by Activities	8
<b><u>PROGRAMS</u></b>	
<b>Investigation Division</b>	<b>11</b>
Investigation by Charge	14
Telecommuting Program	17
Training Program	17
<b>Community Services Division</b>	<b>18</b>
Intensive Services Unit	21
Tenderloin Revitalization Program	22
Drug Abatement	22
Gang Caseloads	23
Drug Diversion	24
Domestic Violence Diversion	25
Child Sexual Abuse Caseload	26
Drinking Driver Program	30



## TABLE OF CONTENTS

### **Administration**

Personnel & Budget	29
Records/Reception	29
Electronic Data Processing	30
Transcription/Word Processing Center	30
Information Processing	31
Fiscal/Budget	31
Accounting & Payroll	32
Cashier's Office	32
Purchasing/Inventory	32
Collection Statistics	33
Budget	34





**ARLENE M. SAUSER**  
**CHIEF ADULT PROBATION OFFICER**

March 24, 1994

The Honorable Raymond J. Arata  
Presiding Judge, Superior Court  
Room 480, City Hall  
San Francisco, CA 94102

Dear Judge Arata:

Again I present the Adult Probation Department's Annual Report, pursuant to San Francisco City and County Charter Section 3.501. The report has been delayed due to staff shortages and workload, however its usefulness is not diminished. Both program statistics and program descriptions presented by the program managers are essential as we chart the future and as we continue to work with others in their understanding of probation, its functions, and its place in the Criminal Justice System.

The two senior probation officers added to staff the end of last fiscal year has enabled us to accelerate our presentence reports to court in prison bound cases which addresses jail overcrowding. We submit reports to court for sentencing in three weeks instead of four thereby saving seven jail bed days per case. Our Dictaphone system in our Investigation Division, has improved our efficiency and accountability. It also made it possible for us to move into Telecommuting (Probation Officers working out of their homes under certain circumstances) without any additional cost. In fact, it saves money by not having to rent space.

A program we began last year, without any additional staff or resources, of which we are very proud, was our POWER program (Probation Officers Working to End Recidivism). It is described briefly in the Overview 92-93 Section and in more detail in the Community Services Division Section. We are seeking funding through grants in order to increase its capacity as we haven't always had the capability to accept a suitable client.

Providing good adult probation services to the City and County continues to be challenging in a time of ever increasing workload, and my staff continues to rise to that challenge for which I commend and thank them. We are very appreciative to the courts for the tremendous support, concern, and often patience they have shown the Department.

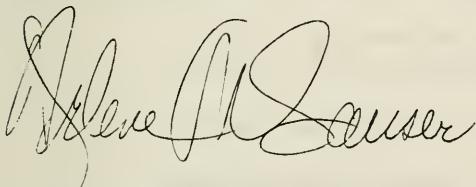


The Honorable Raymond Arata  
March 24, 1994

Page 2

Special thanks goes to Mayor Jordan and his staff and the Board of Supervisors for their support and willingness to learn more about probation's role in the community and in the criminal justice system; that understanding has spared us from the kind of cuts many others are experiencing, cuts which would have had a disastrous impact on community safety and jail overcrowding.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Arlene M. Sauer". The signature is fluid and cursive, with a large, stylized initial 'A'.

Arlene M. Sauer, Chief  
Adult Probation Officer

AMS:hbm



## **MISSION STATEMENT**

The role and mission of the San Francisco Adult Probation Department is to aid in reducing the incidence and impact of crime in the community.

This basic statement of purpose recognizes:

- that probation services must focus on the issue of crime in the community;
- that probation services are a distinct but integral part of the total criminal justice system; and
- that probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end Adult Probation Officers strive to play a leadership role in the development and implementation of correctional programs that:

- provide for public protection and prevention of crime and delinquency;
- provide services to the court; and
- assist offenders in becoming law abiding, productive members of the community.



## OVERVIEW 1992-93

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the Community by supervising offenders placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with offenders, making referrals to appropriate treatment or other resources, encouraging employment, and holding offenders accountable for their actions. One program continuously funded through the Office of Criminal Justice Planning (OCJP), the Drug Abatement Program, but at a reduced rate, making it necessary to provide clerical support out of General Funds. The Violent Gang Suppression Program, funded for years, also through OCJP was discontinued citywide as the City struggled with its policy regarding illegal aliens. The Intensive Services Unit, formerly funded with State AB 90 monies, continues to be funded by the City/County.

Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion cases (1000 et al P.C.).

During the year the Department continued a voluntary program entitled POWER (Probation Officers Working to End Recidivism). Probation staff volunteers to work intensively with one or two POWER probationers at a time in addition to meeting the requirements of their regularly assigned duties. The target population is pregnant addicts and/or addicts with small children who are serving a lengthy county jail sentence. The Program receives guidance from an Advisory Board composed of Human Services and Criminal Justice professionals as well as treatment providers, private sector, community and POWER graduates, all of whom also volunteer their time. The Program has saved the City considerable money through reduced jail bed days, birth of healthy babies, women caring for their own children, and because of its voluntary nature, there has been no cost to the City.

The Project 20 program which allows traffic violators the opportunity to work community service hours in lieu of fines was transferred to the Pre Trial Diversion Project. We continue to provide community service placements for our probationers.

During the 1992-93 fiscal year the workload in the Investigation Division increased while Community Services (probationers under supervision) showed a slight drop. Collections decreased, representing in part legislative change in local/state splits, and also reflecting the economy. Some comparison highlights are as follows:

5,418 presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to 4,951 for FY 91-92, an increase of 9.5%. Accounting for a significant part of it seems to be the ever increasing numbers of undocumented aliens involved in the criminal justice system and a losing battle with drugs, particularly crack, for a majority of the defendants.



10,080 probationers were under Department supervision at the close of FY 92-93, down from 10,153 the previous year, for a slight decrease of .71%. This is the second year of decline, with the change being fewer cases from the Municipal Court. The number of court reports prepared in the program increased from 9976 FY 91-92 to 10,616 FY 92-93 or 6.41%.

\$459,657 was collected in General Fund Revenues for FY 92-93. This is a decrease of \$106,025 in General Fund Revenue over FY 91-92. FY 92/93 was our second year for Tax Intercept were able to collect over \$50,000, doubling the amount that was collected last year. Total collections were \$1,012,856, a decrease of \$189,476. This was due in part to the state of our economy and in part to growing and uncovered caseloads as we struggled to meet our salary savings.

For the 12th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirements. This represents the number of years the program has been in existence.

Prisons and jails continue to be overcrowded and community corrections, probation and parole, particularly probation, continue to be underfunded. People who formerly were sentenced to State Prison often end up in probation caseloads because of the overcrowding; most of our caseloads are high, resources are lacking, and there is a great deal of recidivism.



## AFFIRMATIVE ACTION POLICY STATEMENT

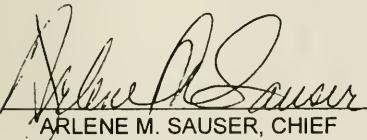
Consistent with the policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with the requirements which govern EEO and AA, Federal, State and Local laws and guidelines of fair employment. This policy is in compliance with provisions of the Consent Decree entered into the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities and non-discrimination for all persons regardless of race, ethnicity, national origin, gender, sexual orientation, marital status, religion, disability, language diversity, political affiliation, age, or medical condition (cancer-related), AIDS/ARC/HIV or medical signs or symptoms related thereto.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement, discipline and termination.

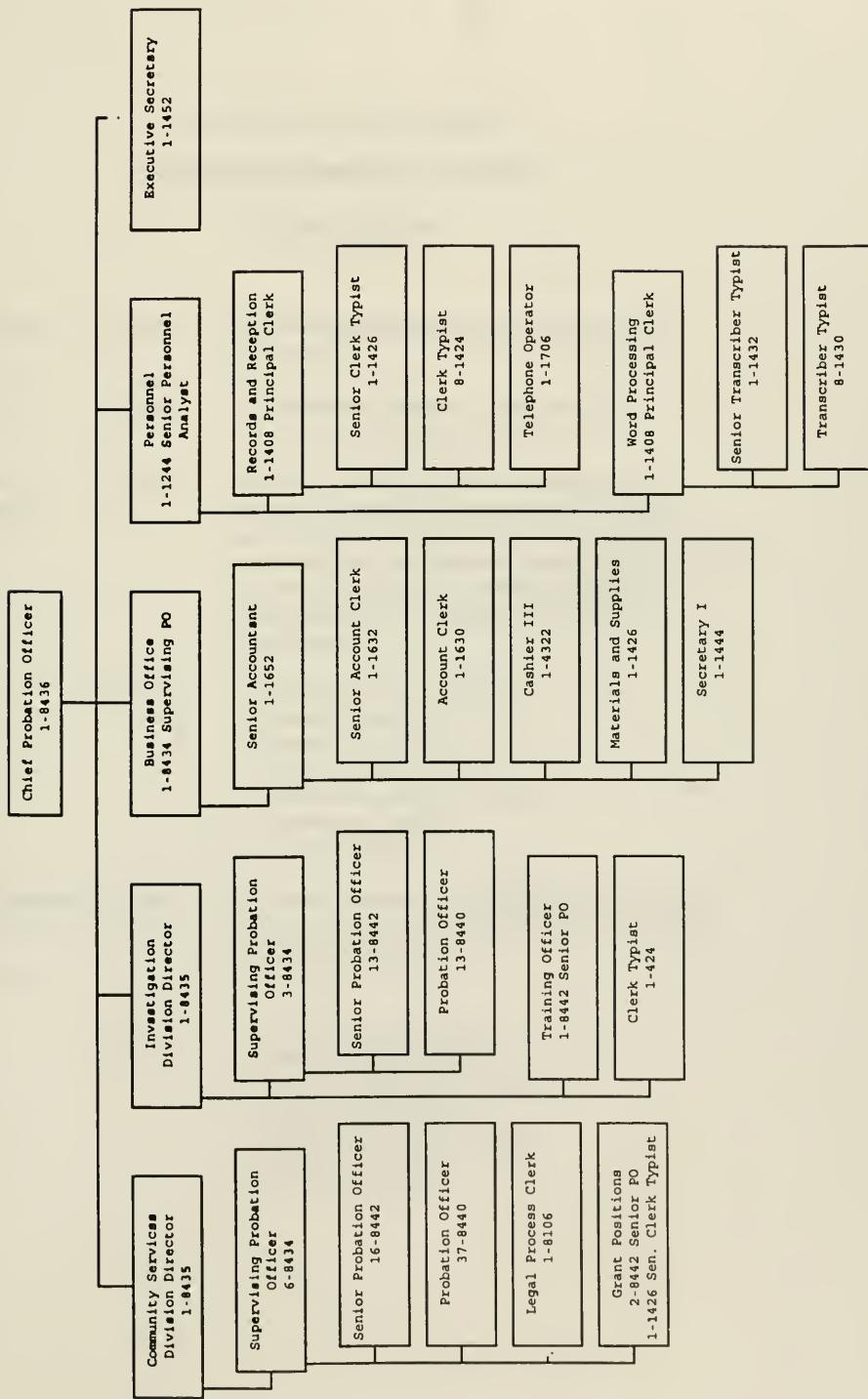
Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. All employees are and will be informed of the Department's EEO/AA policy and all employees have a responsibility to comply. E. Lee Okumoto, Personnel Officer, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan as well as internal and external reporting and dissemination.



ARLENE M. SAUSER, CHIEF  
Adult Probation Officer



Total 124 plus 3 grant positions  
Grand Total 127





## **ADULT PROBATION DEPARTMENT**

### **ORGANIZATION CHART BY ACTIVITIES**

#### **ADMINISTRATION**

<b>Chief Adult Probation Officer</b>	Function:	Overall administration of the Adult Probation Department.
	Staffing:	1 - Chief Adult Probation Officer (8436) 1 - Executive Secretary II (1452)
<b>Finance and Business Office</b>	Function:	Budget preparation, fiscal management and control, business office, collection of fines, fees, and restitution, information services, statistics, maintain computer operations, and telecommunications support. Develop new software applications for departmental use. Materials and Supplies Coordination.
	Staffing:	1 - Business Manager (1844) 1 - Senior Accountant (1652) 1 - Cashier III (4322) 1 - Account Clerk (1630) 1 - Senior Account Clerk (1632) 1 - Secretary I (1444) 1 - Supply Clerk (1424)
<b>Records/Reception Word Processing Personnel Administration</b>	Function:	Personnel Administration, stenographic services coordination, Records and Reception coordination, Telephone coordination.
	Staffing:	1 - Personnel Officer (1244) 2 - Principal Clerks (1408) 2 - Senior Clerk Typists (1426) 8 - Clerk Typists (1424) 1 - Telephone Operator (1708) 1 - Senior Transcriber (1432) 8 - Transcribers (1430)



<b>Training Officer</b>	Function:	Coordinate the STC state mandated training to ensure compliance as well as in-house training.
	Staffing:	1 - Senior Probation Officer (8442)

### **COMMUNITY SERVICES**

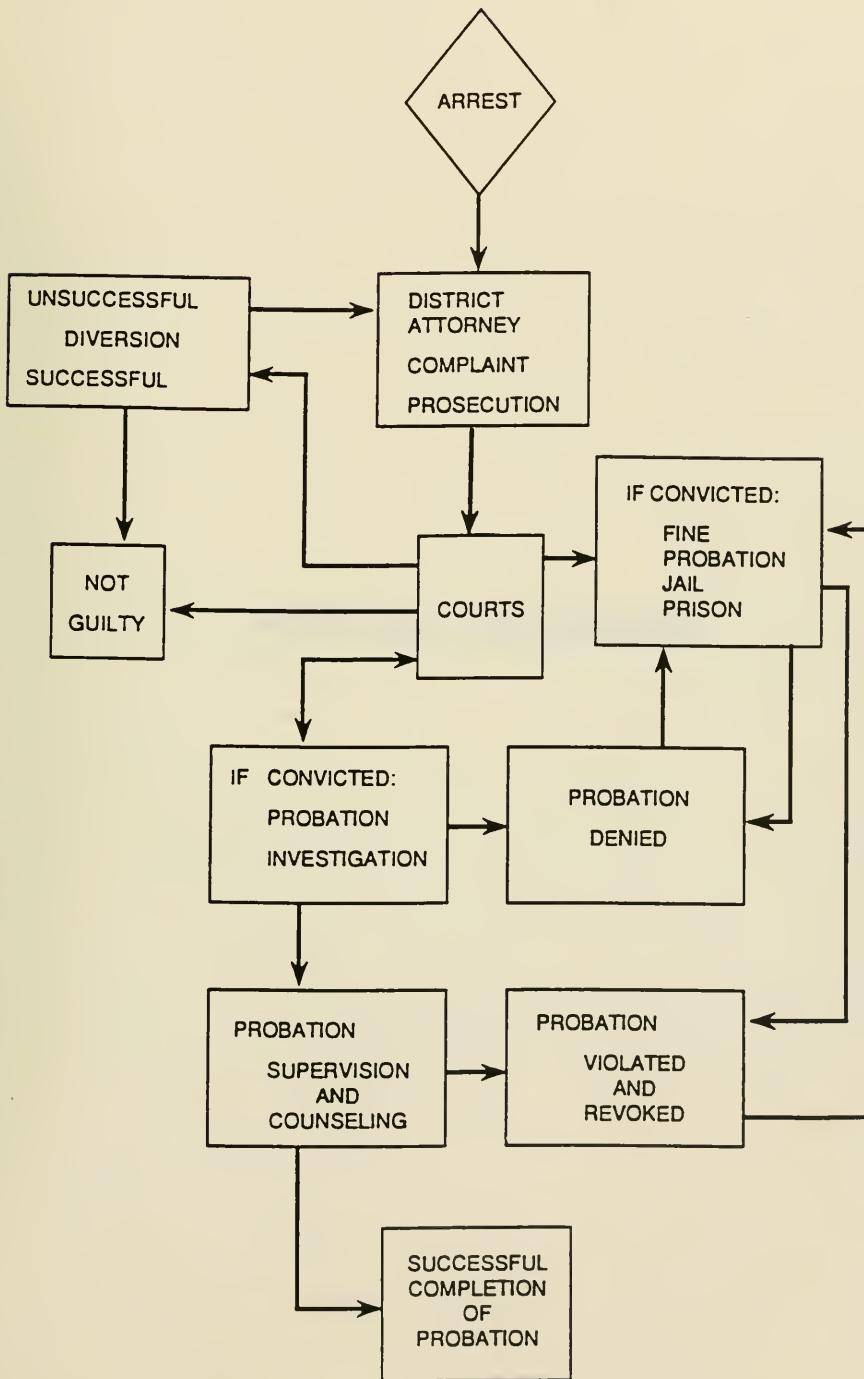
<b>Division Director within Division</b>	Function:	Oversee all functions
	Staffing:	1 - Division Director (8435)
<b>Supervision</b>	Function:	Provide supervision to persons placed on probation by the Courts.
	Staffing:	6 - Supervising Probation Officers (8434) 16 - Senior Probation Officers (8442) 37 - Probation Officers (8440) 1 - Legal Process Clerk (8106)
<b>Grant Funded Positions</b>		2 - Senior Probation Officers (8442) 1 - Senior Clerk Typist (1426)

### **INVESTIGATION DIVISION**

<b>Division Director</b>	Function:	Oversee all functions within division
	Staffing:	1 - Division Director (8435)
<b>Investigation</b>	Function:	Provide Reports to the Courts as mandated by the Penal Code.
	Staffing:	3 - Supervising Probation Officers (8434) 14 - Senior Probation Officers (8442) 13 - Probation Officers (8440) 1 - Clerk Typist (1424)



# ADULT PROBATION PROCESS





## **INVESTIGATION DIVISION**



## **INVESTIGATION DIVISION**

### **Program Description**

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in presentence reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division are the Department's training officer, a court officer, and a clerk who supplies support services to the Division.

### **Program Authority**

General authority for probation is found in Section 1203 of the Penal Code, which also specifically mandates the preparation of probation reports as a part of the sentencing process in most felony cases. Sections 1000.6 through 1000.11 of the Penal Code provide the authority for the preparation of domestic violence diversion reports by probation departments.

### **Program Structure**

The Investigation Division has three units of investigators, each of which consists of a supervisor and between seven and ten probation officers. The main function of these officers is to investigate the backgrounds of defendants who are awaiting sentencing and to prepare court reports about them. The types of work prepared in the Division include preplea, presentence, postsentence (1203c) and domestic violence diversion reports. However, about 90% of the investigating units' output consists of presentence reports on convicted felons.

The training officer manages the Department's ongoing employee training program and also serves as 1203.9 Penal Code coordinator. Section 1203.9 of the Penal Code provides for the transfer of legal jurisdiction of probation cases between counties in California, and the training officer oversees this process as it applies to adult probation cases in San Francisco.



## **INVESTIGATION - 2**

The training program is described in more detail later in this report. The training officer reports to the Division Director.

The major function of the court officer is to represent Adult Probation in the Master Calendar Department of Superior Court. The duties of this position include processing all referrals from court requiring probation reports and also acting as liaison between the Probation Department and the Superior Court. The court officer reports to one of the investigating unit supervisors. In FY 92-93 this position was filled by a Probation Officer.

### **Program Staff**

Division Director (8435)	1
Supervising Probation Officers (8434)	3
Senior Probation Officers (8442)	14
Probation Officers (8440)	13
Clerk Typist (1424)	1
	<hr/>
	32

### **Program Objectives**

The objectives of the Investigation Division are:

- 1) To prepare complete, accurate, objective and timely reports for the Superior and Municipal courts;
- 2) To provide all probation officers with the introductory and ongoing training mandated by state law for them, and to provide all employees of the Department with job related training on an as needed basis;

### **Program Output -** **Investigation Units**

		<u>FY 92-93</u>	<u>FY 91-92</u>	<u>Net Change</u>
1.	Total Presentence Investigation, Superior Court	4,608	4,287	+7.5%
2.	Total Presentence Investigation, Municipal Court	1	1	0
3.	Total Preplea Investigations	2*	5*	
4.	Supplemental Reports (including CRC, Atascadero, 1203.3, progress reports and bench warrant returns)	213	178	+19.5%



**INVESTIGATION - 3**

		<u>FY 92-93</u>	<u>FY 91-92</u>	<u>Net Change</u>	
5.	Domestic Violence Diversion Reports	207	244	-15%	
6.	Post Sentence Reports (1203c P.C.)	387	236	+64%	
		<u>5418</u>	<u>4951</u>	<u>+9.5%</u>	
7.	Court Services				
A.	Courtesy Investigations/ Closed Case Research		26		
B.	Cases processed per 1203.9 P.C.				
		<u>In</u>	<u>Out</u>	<u>In</u>	<u>Out</u>
	accepted	5	1	9	0
	rejected	14	2	19	0
	pending as of 6/30/93	4	2	0	0
	Total	<u>23</u>	<u>5</u>	<u>28</u>	<u>0</u>

\* 91-92: 3 Superior, 2 Municipal Court Prepleas

92-93: 2 Superior Court

Output for the Division was the highest in its history. The increase came principally in the area of drug offenses, which grew by 17% in comparison with FY 91-92. Also notable was the increase in FY 92-93 of the number of cases requiring the use (3) of a Spanish Speaking Officer or translator. These grew from 994 in FY 92-92 to 1271 this year. Most involved drug charges.



**INVESTIGATIONS**  
**PRESENTENCE 7 POSTSENTENCE**

**Penal Code**

<b><u>Criminal Code</u></b>	<b><u>Type of Crime</u></b>	<b><u>No.</u></b>
PC 32	Accessory to felony	103
PC 69	Obstructing executive officer	3
PC 118	Perjury	3
PC 135	Destroying evidence	7
PC 136.1	Intimidation of witnesses/victims	1
PC 148	Resisting arrest	41
PC 148.9	False identity to police officer	10
PC 166	Contempt	2
PC 182.1	Conspiracy to commit any crime	18
PC 186.2	Criminal profiteering	2
PC 187/664	Attempted murder	9
PC 187, 2nd	Murder, 2nd degree	2
PC 191.5	Vehicular manslaughter when intoxicated	1
PC 192(a)	Voluntary manslaughter	7
PC 192(b)	Involuntary manslaughter	10
PC 192(c)(1)	Vehicular manslaughter w/negligence	3
PC 192/664	Attempted manslaughter	3
PC 203	Mayhem	3
PC 205	Aggravated Mayhem	1
PC 207	Kidnapping	12
PC 212.5(a)	Robbery of public trans. driver or a dwelling	73
PC 212.5(b)	Robbery - second degree	348
PC 220	Assault w/intent to commit felony	11
PC 236	False imprisonment	35
PC 240	Assault	11
PC 242	Battery	183
PC 243(b) & (c)	Battery on Peace Officer	51
PC 243(d)	Battery on a person/serious bodily injury	14
PC 243.4(e)	Sexual battery	14
PC 244.5	Assault with a taser gun	1
PC 245(a)(1)	Assault w/deadly weapon other than firearm	289
PC 245(a)(2)	Assault with firearm	49
PC 245(c)	Assault with deadly weapon on peace officer	289
PC 246	Shooting at car or inhabited/dwelling	7
PC 246.3	Discharging firearm negligently	13
PC 261	Rape	20
PC 261.5	Unlawful sexual intercourse	13
PC 266	Enticement for prostitution	7
PC 273(a)(1)	Cruelty to a child	9
PC 273(a)(2)	Misdemeanor cruelty to a child	2
PC 273.5	Corporal injury on spouse	149



**INVESTIGATION - 5**

<b>Criminal Code</b>	<b>Type of Crime</b>	<b>No.</b>
PC 277	Malicious taking of child by person/w.custody rights	1
PC 278.5	Deprivation of right to physical cust. or visitation	1
PC 286(c)	Sodomy	3
PC 288	Lewd act/child under 14	8
PC 288(a)	Oral copulation	35
PC 288.5	Continuous sexual abuse of a child	2
PC 289(a)	Penetration of genitals/anus by foreign object	3
PC 314.1	Indecent exposure	3
PC 337(a)(1)	Bookmaking	5
PC 368	Infliction of pain/suffering on old/dependent adult	9
PC 417(a)(b)(c)	Exhibiting firearm; exhib. firearm at day care center or in presence of peace officer	12
PC 422	Terrorist threats	41
PC 424	Embezzlement by public officer	1
PC 451	Arson	7
PC 452(c)	Arson of dwelling or forest land - injury	2
PC 453	Possession of flammable/explosive device	1
PC 459/664	Attempted burglary	24
PC 459	Burglary	693
PC 466	Possession of burglary tools	51
PC 470	Forgery	24
PC 475(a)	Check fraud	45
PC 476	Possession of forged check	5
PC 484	Theft	13
PC 487.1	Grand theft	140
PC 487/664	Attempted grand theft	5
PC 497.2	Grand theft from person	89
PC 496	Receiving stolen property	232
PC 504	Embezzlement	1
PC 594(a)	Vandalism	8
PC 602	Trespassing	4
PC 646.9	Stalking	8
PC 647	Disorderly Conduct (Various)	14
PC 666	Petty theft with a prior	170
PC 4530	Escape from work furlough	37
PC 4532	Escape from county jail	2
PC 4573	Bringing drugs into jail	15
PC 12020	Concealed weapon	21
PC 12021	Concealed firearm/restrictions	100
PC 12025	Concealed firearm within vehicle/on person	21
PC 12031	Carrying a loaded firearm	15
Miscellaneous Penal Code charges		16
Total Penal Code charges		3365



**INVESTIGATION - 6**

**Vehicle Code**

<b><u>Criminal Code</u></b>	<b><u>Type of Crime</u></b>	<b><u>No.</u></b>
VC 12500(a)	Driving w/o valid license	7
VC 10851	Vehicle theft	114
VC 10852	Auto tampering	5
VC 20001	Duty to stop at scene of accident	19
VC 20002	Duty to stop when property damaged	1
VC 23103	Reckless driving	3
VC 23152(a)	Driving under influence alcohol/drugs	128
VC 23153(a)	Driving under influence/bodily injury	19
VC 23153(b)	Driving w/O.10% alcohol blood level	3
Miscellaneous Vehicle Code charges		<u>35</u>
Total Vehicle Code charges		334

**Health & Safety Code**

<b><u>Criminal Code</u></b>	<b><u>Type of Crime</u></b>	<b><u>No.</u></b>
HS 11350	Possession of narcotics	1016
HS 11351	Possession for sale of controlled substances	194
HS 11351.5	Possession of cocaine for sale	447
HS 11352	Sale/transport narcotics	699
HS 11355	Sale false represented cont. substance	7
HS 11357	Illegal possession of cannabis	9
HS 11359	Possession for sale/marijuana	203
HS 11360(a)	Sale/transport marijuana	282
HS 11364		24
HS 11377	Possession of dangerous drugs	68
HS 11378	Possession for sale/dangerous drugs	68
HS 11379	Sale/transport dangerous drugs	17
Miscellaneous Health & Safety Code charges		<u>28</u>
Total Health & Safety Code charges		3038

**Welfare & Institutions Code**

<b><u>Criminal Code</u></b>	<b><u>Welfare &amp; Institutions Code</u></b>	<b><u>No.</u></b>
WI 10980 & 11483	Welfare and food stamp fraud	137



## INVESTIGATION - 7

### Business & Professions Code

Miscellaneous drug charges	15
<b>TOTAL CHARGES INVESTIGATED</b>	<b>6889</b>

### Telecommuting Program

On March 31, 1993, in order to address the problem of office overcrowding, the Department began an experimental telecommuting project in the Investigation Division.

One officer was assigned on a trial basis to work primarily from his home. His assignment is the preparation of felony presence reports, primarily on persons in custody. The officer visits the Department to pick up his assignments, goes to the jail to interview defendants, and does most of his other work at his home including the dictation of his reports via the Department's telephonic dictating system. Monitoring and measuring the telecommuter's job performance is relatively simple because each investigative officer, including the telecommuter, is responsible for producing a fixed number of reports each month, and all reports are received by a supervisor for accuracy and timeliness.

As FY 1992-93 came to an end the Department was working with the City Attorney's Office and the Division of Employee Relations to develop and formally implement an ongoing telecommuting program.

### Training Program

Training for the San Francisco Adult Probation Department is mandated through the Standards and Training for Corrections Program, a State funded entity.

During the probation officer's initial year of employment s/he is required to complete a 200 hour certified basic training course. Thereafter, the officer is required to complete 40 hours of certified training annually. New supervisors are required to complete an 80 hour basic training course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as STC Training Officer and is responsible for insuring compliance with the STC training requirements. During FY 92-93, the Department spent \$33,556 in state funds for training of staff. A total of 96 employees received training. All eligible staff members either completed their training requirements or were excused for medical or other reasons. Altogether 5052 training hours were completed.

In every year since inception of the program, the Adult Probation Department has successfully completed the STC training requirements.



## **COMMUNITY SERVICES DIVISION**



## COMMUNITY SERVICES DIVISION

### Program Description

The Community Services Division enforces court orders and provides supervision to persons granted probation by the Superior and Municipal courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report to the probation officer. The classification system as used in this agency emphasizes community protection.

The Division is also responsible for the supervision of individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.) and Domestic Violence Diversion (1000.6 P.C.), Probation Officers are responsible for supervising divertees' participation in and completion of either an educational or treatment program.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer, who shall determine the level and type of supervision consistent with the court ordered conditions of probation.

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

### Program Structure

The Community Services Division has six supervision units. Each unit consists of a unit supervisor and eight to ten probation officers. All six units supervise individuals placed on formal supervised probation from the Municipal and Superior Courts of San Francisco.

Cases are placed into particular caseloads based on the level of risk these cases pose to the Community. Another placement factor is the court (Municipal or Superior) of origin that sentenced the probationer.

The Division currently has three basic types of caseloads: Maximum Risk (felons and misdemeanants). Superior Court Medium and Minimum Risk, and Municipal Court Medium and Minimum Risk. At the end of this fiscal year there were 33 of these "general caseloads organized in four separate units.



## **COMMUNITY SERVICES - 2**

There are twelve Maximum Risk caseloads in the Division with an average caseload size of 135 cases per officer. Caseload size went up for this group of officers from last year (average caseload size 100 cases in FY 1991-1992) as persons who were maximum risk and active on California Department of Corrections parole were shifted for supervision to this type of caseload. This population will likely be reassigned to the larger, Superior Court Medium/Minimum Risk caseloads next fiscal year as the Maximum Risk caseloads are becoming too large to afford a mae intensive level of supervision to this high risk population.

There are sixteen Superior Court Medium/Minimum caseloads in the Division with an average caseload size of 240 cases per officer. Caseload size went down for this group of officers from last year (average caseload size 300 cases for FY 1991-1992) due to the shift of the population of parolees described above.

The Division has five caseloads designated as Municipal Court Medium/Minimum caseloads. These caseloads have an average caseload size of 185 cases. Caseload size for this group of officers is down from last year (average caseload size 390 cases for fiscal year 1991-1992). The decrease in the size of these caseloads is probably due to several factors:

- (a) Officers modifying cases to court probation;
- (b) Municipal Court terminating probation due to violations; and
- (c) Less referrals from the Municipal Courts.

The above "general" caseloads contain one Maximum Risk, four Superior Court Medium/Minimum and one Municipal Court Medium/Minimum that are devoted primarily to Spanish-speaking defendants. The officers assigned to these caseloads are bilingual. Due to the increase of Spanish speaking cases from Superior court, an additional Superior Court Spanish-speaking caseload was designated this fiscal year.

In addition to the basic four units outlined above, a fifth unit, known as Intensive Services, provides close supervision to certain high risk offenders. A sixth unit is composed of officers with specialized assignments, including Drug Diversion, Drug Abatement, the Drinking Driver Program and two Driving Under the Influence caseloads.

Attached to one of the first four units are the Domestic Violence Diversion and the Child Sexual Abuse caseloads. These, along with Drug Diversion, Drug Abatement, the Drinking Driver Program and DUI caseloads are described later in this report.

### Program Staff (authorized strength)

Division Director (8435)	1
Supervising Probation Officers (8434)	6
Senior Probation Officers (8442)	16
Probation Officers (8440)	38
Senior Clerk Typist (1426)	1
Legal Process Clerk (8106)	1
	64



## **COMMUNITY SERVICES - 3**

### **Program Objectives**

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation, and to work cooperatively with other agencies toward that end;
2. To ensure compliance with court orders by those persons granted probation and to return to court probationers who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment, employment, training, education, and other community resources; and
4. To supervise the payments by probationers of restitution to victims, fines, attorney fee recoupment, probation costs, and other financial obligations. (Please refer to Administration Division of the annual report for a summary of collections in FY 92-93).

<b><u>Program Output</u></b>	<b><u>1992-93</u></b>	<b><u>1991-92</u></b>	<b><u>Net Change</u></b>
Caseload-beginning of fiscal year	10,153	10,619	- 4.38%
Cases added	7,298	6,975	+ 4.63%
Total cases under supervision	17,451	17,594	
Terminations/Expirations	7,371	7,461	
Caseload - end of fiscal year	10,080	10,153	- .71%
Court reports	10,616	9,976	+ 6.41%

### **Special Programs**

#### **1. POWER PROGRAM**

The Adult Probation Department has initiated a volunteer program entitled the POWER Program (Probation Officers Working to End Recidivism). POWER provides one to one intensive services to women probationers who are pregnant or have small children, with a view toward breaking the arrest cycle.

Supervision and planning can begin during the period of incarceration, in consultation with the Sheriff's custody staff. The Probation Department staff also networks with the Department of Social Services, Health Department, and community based substance abuse programs.

The approach is a 12-week program commencing immediately upon release (if in custody), consisting minimally of a weekly one-on-one counseling session between the officer and probationer and a weekly training class addressing such issues as: life skills, self esteem, AIDS/HIV education, day-to-day economics, abusive relationships, chemical dependency, parenting and grooming/personal hygiene, to name some of the classes. Classes are taught by Probation Department staff and volunteers from other agencies.



## **COMMUNITY SERVICES - 4**

### **2. INTENSIVE SERVICES UNIT**

#### **Program Description**

This unit presently supervises, in caseloads of 50 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. For each assigned case the probation officer develops a case assessment plan, which includes the nature of the probationer's problem(s), short and long-term goals, the need of support services, and financial planning. The probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan as needed, but not less frequently than every six months. There are frequent fact-to-face contacts by officers with probationers, both in the office and the community.

#### **Program Staff**

The Intensive Services Unit is staffed by a Supervising Probation Officer, three Senior Probation Officers, six Deputy Probation Officers, and one legal process clerk. The Senior and Deputy Probation Officers are assigned to specializations in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs. An additional senior probation officer with an intensive supervision caseload focused in the Tenderloin District and funded under a State grant is also attached to the Intensive Services Unit. (See Tenderloin Revitalization Program below).

<b><u>Program Output</u></b>	<b><u>1992-1993</u></b>	<b><u>1991-92</u></b>	<b><u>Net Change</u></b>
Caseload-beginning of fiscal year	384	402	-4.47%
Cases added	374	295	+26.77%
Total cases under supervision	708	697	+1.57%
Terminations/expirations	324	313	
Caseload - end of fiscal year	384	384	O



## **COMMUNITY SERVICES - 5**

### **3. TENDERLOIN REVITALIZATION PROGRAM**

In December 1992 the California Office of Criminal Justice Planning (OCJP) funded the San Francisco Police Department, Sheriff's Department, the District Attorney's Office, various Community Programs, and the Adult Probation Department under a State grant to fight crime and improve the quality of life in the Tenderloin area of San Francisco. The Adult Probation Department's funding under this grant is projected to last one year to December 1993. Officially known as "Operation Revitalization." The grant plans to "weed" out the criminal element plaguing this high crime area and in its place "seed" positive programs that help people living in the area.

The State funding allows for one senior probation officer position. This officer intensively supervises twenty-five probationers that reside in the Tenderloin area. The officer is armed, wears a protective vest, and uses a police radio as this is a collaborative effort. The officer works closely with the Police Department and District Attorney's Office for the "weeding" component of the program. However, the officer also works closely with community groups such as North of Market Senior Services, the Vietnamese Youth Development Center, and San Francisco S.A.F.E. (Safety Awareness for Everyone) as part of the "seed" aspect of the grant.

#### **Program Staff**

One senior probation officer is funded under this grant.

#### **Program Output**

This probation officer maintains a caseload of twenty-five probationers (per grant guidelines).

### **4. DRUG ABATEMENT**

#### **Program Description**

The Department's Drug Abatement Program started in March 1988. It is funded by a grant from the Federal Government and monitored by the State of California's Office of Criminal Justice Planning. OCJP decided which agencies would receive this federal money and it set the case management standards for the program.

In this program a total of up to 50 drug offenders on felony probation receive close supervision. Males are supervised by a male officer, females by a female officer. Probationers are expected to report in person to a probation officer three times a week. During each visit they are required to give a urine sample and to submit to a physical examination for evidence of drug usage. Each probationer must also participate in drug treatment.



## **COMMUNITY SERVICES - 6**

In FY 1992-93 the officers in the program collected 2,718 urine specimens from probationers. Close supervision of these typically unstable offenders resulted in many individuals being returned to court as violators. Still 43% of all persons under supervision in Drug Abatement in FY 1992-93 left the program as successes, and a number of probationers in the program as of 6-30-93 were responding favorably to intensive supervision. The emphasis in selecting drug offenders for the caseload of female probationers continues to be on pregnant women and women with custody of minor children. Success in such cases is doubly significant because of the impact on the children. During the year, for example, two babies were born drug-free while their mothers were supervised in Drug Abatement. A total of six children have been born drug-free since the program began in 1988.

Results such as this show that the program benefits the community not only by returning offenders to court quickly for violations but by motivating some probationers to achieve stable, drug free lives, thus providing better lives for their children.

### **Program Staff**

Two senior probation officers and one senior clerk/typist are funded by this program.

<b><u>Program Output</u></b>	<b><u>1992-93</u></b>	<b><u>1991-92</u></b>	<b><u>Net Change</u></b>
*Caseload - beginning of fiscal year	52	43	+20.93%
Cases added	91	142	-35.91%
Total cases under supervision	143	185	-22.70%
Terminations/expirations	99	133	-25.56%
Caseload - end of the fiscal year	44	52	-15.38%

**\*The above statistics only include active cases available for drug testing.  
Not included are cases in custody, in residential treatment or unavailable  
for drug testing.**

### **5. GANG CASELOADS**

From July 1986 to June 1992 the California Office of Criminal Justice Planning (OCJP) funded a special gang caseload when the Gang Violence Suppression Program. In July 1992, the Adult Probation Department, after losing funding from the State grant, made the gang caseload a permanent component of the Community Services Division. The Division currently has three gang caseloads that provide intensive surveillance and supervision to adult criminal gang members in San Francisco. Two of these officers are armed, wear protective vests, and utilize two-way radios. All three officers are frequently in the community monitoring individuals on their caseloads and networking with rehabilitative agencies and programs. The gang officers maintain close contact with the San Francisco Police Department, the District Attorney's Office and the Bay Area Gang Task Force, which consists of representatives from various Bay Area law enforcement agencies.

### **Program Staff**

Two Senior Probation Officers and one Probation Officer.



## **COMMUNITY SERVICES - 7**

### **Program Output**

Each gang officer maintains an average caseload size of fifty probationers.

### **6. DRUG DIVERSION**

#### **Program Description**

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is granted by the court, there is ongoing contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Because the intake of new cases is heavy, the program's officers use group orientations to instruct new clients in the conditions of probation.

#### **Program Staff**

One Senior Probation Officer and a Deputy Probation Officer are assigned to the Drug Diversion Program. One of the officers is bilingual in English and Spanish.

<b><u>Program Output</u></b>	<b><u>1992-93</u></b>	<b><u>1991-92</u></b>	<b><u>Net Change</u></b>
Diversion caseload - beginning of fiscal year	667	657	+ 1.52%
Diversion granted	794	774	
Total cases under supervision	1,461	1,431	+ 2.09%
Diversion completed/terminated	781	764	+ 2.22%
Diversion caseload - end of fiscal year	680	667	+ 1.94%
Court reports prepared:			
Suitability reports	1,631	*1,631	
Progress reports	<u>1,108</u>	<u>1,080</u>	
<b>Total</b>	<b>2,739</b>	<b>2,715</b>	<b>+ 0.88%</b>

\*The figure in the 1991-92 report erroneously indicated 2,715 suitability reports were completed. The above figure is accurate, with a total of 2715 reports being completed instead of 3795.



## COMMUNITY SERVICES - 8

### 7. DOMESTIC VIOLENCE DIVERSION

#### Program Description

The Domestic Violence Diversion Program became operative in January 1980 as a result of 1979 law (1000.6 P.C.). It provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and a report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the divertee's diversion program, which usually includes counseling, and prepares periodic progress reports for the court.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstated if the divertee is not participating satisfactorily or not benefiting from the program.

#### Program Staff

Five Probation Officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One Probation Officer in Community Services supervises all persons placed on diversion except those who speak only Spanish. The Spanish speakers, of whom there were 29 at year's end, are supervised by a bilingual officer.

<u>Program Output</u>	<u>1992-93</u>	<u>1991-92</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	192	152	+26.30%
Diversion granted	178	210	
Total cases under supervision	370	362	+ 2.20%
Diversion completed/terminated	181	170	
Diversion caseload - end of fiscal year	189	192	- 1.56%
Progress reports prepared	403	380	+6.05%

In fiscal year 1992-93, 59% of all terminated diversion cases were closed as successes, meaning that the court found that the defendant had complied with the conditions of diversion.



## **COMMUNITY SERVICES - 9**

### **8. CHILD SEXUAL ABUSE CASELOAD**

#### **Program Description**

Since March 1984 an officer has been assigned to supervise persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

#### **Program Staff**

One Probation Officer handles this assignment.

<b><u>Program Output</u></b>	<b><u>1991-92</u></b>	<b><u>1992-93</u></b>	<b><u>Net Change</u></b>
Caseload - beginning of fiscal year	80	62	
Cases added	28	50	+ 78.57%
Total cases under supervision	108	112	+ 3.70%
Terminations/expirations	46	35	- 23.91%
Caseload - end of fiscal year	62	77	+24.19%

### **9. DRINKING DRIVER PROGRAM (DDP)**

#### **Program Description**

The Drinking Driver Program (DDP) is responsible for determining the eligibility and motivation of individuals who are placed in the program by the court. Those eligible are persons convicted more than once of driving under the influence of alcohol, provided that they have not participated in DDP during the past four years. Individuals deemed ineligible by law or not desirous of program participation are referred back to court, where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism and provided by Counseling Services for Drinking Drivers. Persons who are rearrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

The program's staff has a personal computer which is used to monitor their large caseloads and to prepare court reports more efficiently. The officers use group orientations to instruct new clients in the conditions of probation.



## **COMMUNITY SERVICES - 10**

### **Program Staff**

The Drinking Driver Program is supervised by a Senior Probation Officer and a Probation Officer.

<b><u>Program Output</u></b>	<b><u>1991-92</u></b>	<b><u>1992-93</u></b>	<b><u>Net Change</u></b>
DDP caseload - beginning of fiscal year	842	1,010	+19.95%
Cases added	541	391	-27.72%
Total cases under supervision	1,433	1,401	
Expirations/terminations	423	627	+48.22%
DDP caseload - end of fiscal year	1,010	774	-23.36%
Total court reports prepared	587	810	+37.98%

The program's officers began generating motions on a personal computer two years ago which greatly increased the number of court motions they have been able to file on their caseloads. The 23% reduction in caseload size is attributable to 329 cases being modified to court probation this fiscal year. This was made possible in large part due to computerization of reports and motions which allows the officers in the program to generate reports expeditiously.

### **10. DRIVING UNDER THE INFLUENCE PROGRAM (DUI)**

#### **Program Description**

The Adult Probation Department currently supervises approximately two thousand persons convicted of driving under the influence of alcohol or drugs. Many of these offenders are placed in the Drinking Driver Program (DDP) (described above in Section 9) if deemed eligible. The remainder of these offenders are supervised in the Driving Under the Influence Program (DUI). Both programs are combined in one unit. This combination allows officers to develop expertise in a specialized area and to manage a high volume of work more efficiently through the use of group orientations and automation of reports.

Virtually all cases in the DUI program have restitution and treatment as conditions of probation. Officers are responsible for monitoring each probationer's participation in treatment and their payment of restitution, fines and fees. Officers use group orientations to instruct new clients in the conditions of probation.

#### **Program Staff**

The DUI program is supervised by one Senior Probation Officer and two Probation Officers. One of the probation officers is bilingual in Spanish and English.



## COMMUNITY SERVICES - 11

<u>Program Output</u>	<u>1991-92</u>	<u>1992-93</u>	<u>Net Change</u>
DUI caseload - beginning of fiscal year	1,334	1,228	
Cases added	511	375	- 26.61%
Total cases under supervision	1,845	1,815	- 1.62%
Expirations/terminations	617	587	- 4.86%
DUI caseload - end of fiscal year	1,228	1,228	0
Total court reports prepared	443	443	0

### COURT REPORT ACTIVITY BY COURT

	<u>Superior Court</u>	<u>Municipal Court</u>		
	<u>1991-92</u>	<u>1992-93</u>	<u>1991-92</u>	<u>1992-93</u>
July	358	438	442	346
August	379	355	387	441
September	362	421	464	546
October	389	506	473	395
November	295	352	446	442
December	355	398	406	545
January	446	390	546	450
February	384	387	398	382
March	414	440	476	489
April	421	454	422	427
May	400	452	424	373
June	416	458	473	361
Total	4,619	5,051	5,357	5,197

### GRANTS OF PROBATION BY COURT

At the end of FY 1992-93, there were 10,080 active cases in Adult Probation, of which 6,297 or 62% were Superior Court cases and 3,821 or 37% were from Municipal Court.



## **ADMINISTRATION DIVISION**



## **ADMINISTRATION - 1**

### **ADMINISTRATION**

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Personnel Analyst and Senior Management Assistant to perform the duties of Personnel Officer and Budget Officer, and supervise the activities described in the functions listed below:

#### **Function: PERSONNEL AND BUDGET**

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers. Serves as Personnel Hearing Officer, Affirmative Action Coordinator, and Management's Labor Representative.

#### **Staff**

Senior Personnel Analyst (1244) 1

#### **Function: RECORDS-RECEPTION**

Under the supervision of a Principal Clerk, this section staffs reception area and telephone switchboard. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. The Query Probation (QPRO) system is used to access active cases on line.

**Service Objectives** - To keep accurate, up-to-date records of cases active and inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records that removes from files all records as soon as legally allowable.

#### **Staff**

Principal Clerk (1408)	1
Telephone Operator (1706)	1
Clerk Typist (1424)	8
Senior Clerk Typist (1426)	1
Total	11



## **ADMINISTRATION - 2**

### **Function: ELECTRONIC DATA PROCESSING**

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is limited to retrieval of information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries.

**Service Objectives** - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics; to work toward an input system which will automate the central index, Cashier's Office, management and statistical reports.

### **Staff**

Clerk Typist (1424)	Total 3
---------------------	---------

### **Function: TRANSCRIPTION/WORD PROCESSING CENTER**

This centralized Department pool types and uses word processing to transcribe work from both the Investigation and Community Services Division of the Department. Transcription work processed here includes presentences, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Supplemental reports are transcribed directly from dictated tapes into final while all presentence reports are transcribed through a digital voice processing system. The computerized digital voice system can store, assess, manage and disseminate the spoken word for transcription.

This section produced 7,540 documents during this fiscal year, which averages 754 per operator. Some Probation Officers typed their own documents. The volume of work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers, staff, and the documents produced by the administrative staff.

**Service Objectives** - To return completed presentence reports to officers five working days before the court date and to return all other reports to officers 3.5 working days before the court date. To meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.



## **ADMINISTRATION - 3**

### **Staff**

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typist (1430)	<u>8</u>
Total	10

### **INFORMATION PROCESSING**

The Department continues to move head in the field of information processing. The automated billing system continues to function well. With it the Department is able to take advantage of the State's Tax Intercept Program. Tax Intercept allows the Department to intercept the state tax returns of delinquent clients.

The Department has now automated our drug diversion caseloads. Drug Diversion now joins the automated drinking driver caseloads (DDP). Plans are underway to look into the feasibility of automating the Municipal Court minimum caseloads.

We have been approved to implement the first local area network for the Hall of Justice. The LAN will connect all of the transcription pool as well as the administrators. With the implementation of the LAN, we will be able to increase productivity especially in the areas of reports to the courts.

Future plans are to include the cashier's office and the records and reception department on the LAN. We are also planning to provide personal computers and a LAN hookup for all supervisors. When that is complete we intend to begin providing PC's and a LAN hookup for all probation officers in the Community Services Division. While this is an ambitious undertaking, we feel it is vital to provide the tools in these days of diminishing resources.

### **Function: FISCAL/BUDGET**

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Object (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors. Prepares legislation for Board of Supervisors action.

**Service Objective:** To administer the fiscal resources of the Department.

**Staff:** Senior Management Assistant (1844)              1



## **ADMINISTRATION - 4**

### **Function: ACCOUNTING AND PAYROLL**

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.

**Service Objectives** - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

#### **Staff**

Sr. Accountant (1652)	1
Account Clerk (1630)	.5
Total	1.5

### **Function: CASHIER'S OFFICE**

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1992/93, a total of \$1,012,856 passed through this office. These funds are processed through more than 22 different account's to the City's General Fund, the State of California, and to the victims of crimes. A breakdown of this disbursement and a comparison of the last three years are provided on page 33.

**Service Objectives** - To effectively and efficiently collect and disburse all judicially ordered payments.

#### **Staff**

Cashier III (4322)	1.0
Account Clerk (1630)	1.5
Total	2.5

### **Function: PURCHASING - INVENTORY**

Under the supervision of the Senior Management Assistant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

**Service Objectives** - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

#### **Staff**

Senior Clerk Typist (1426)	1.
----------------------------	----

### **Function: CLOSED FILES**

The 1426 Senior Clerk Typist position assigned to the Closed File room was deleted from the budget effective July 1, 1988.



ADULT PROBATION DEPARTMENT  
 COLLECTION STATISTICS  
 FISCAL YEAR 1992-93

1992-93      1991-92      1990-91

REVENUES TO THE GENERAL FUND  
 GENERAL FUND FINES

MUNICIPAL	184,843	243,711	241,887
SUPERIOR	23,990	19,602	22,783
<b>TOTAL</b>	<b>208,832</b>	<b>263,313</b>	<b>264,670</b>

PENALTY-MUNI	9,395	NA	NA
--------------	-------	----	----

PENALTY-SUPERIOR	5,069	NA	NA
------------------	-------	----	----

PROBATION COSTS	148,600	167,008	165,856
-----------------	---------	---------	---------

ADMINISTRATIVE FEE 1203.1PC	24,080	24,230	24,531
-----------------------------	--------	--------	--------

COMMUNITY SERVICE FEES	NA	48,429	53,304
------------------------	----	--------	--------

DIVERSION FEES	33,082	34,825	26,425
----------------	--------	--------	--------

INSTALLMENT FEES	13,770	17,872	22,379
------------------	--------	--------	--------

ATTORNEY FEES	595	5,352	1,159
---------------	-----	-------	-------

CHARGE FOR BAD CHECKS	130	185	175
-----------------------	-----	-----	-----

COST OF INVESTIGATION	16,102	4,467	NA
-----------------------	--------	-------	----

<b>SUB-TOTAL REVENUES</b>	<b>459,657</b>	<b>565,682</b>	<b>558,499</b>
---------------------------	----------------	----------------	----------------

STATE OF CALIF. COLLECTIONS

COURT FINES - STATE 1463.001	25,565	NA	NA
------------------------------	--------	----	----

PENALTY ASSESSMENTS, 1464	148,304	181,686	182,461
---------------------------	---------	---------	---------

INDEMNITY FUND, 1463.18	9,674	13,944	28,836
-------------------------	-------	--------	--------

RESTITUTION FUND, 1203.04	11,680	12,827	11,728
---------------------------	--------	--------	--------

RESTITUTION FINE, 1202.04	37,596	43,286	41,997
---------------------------	--------	--------	--------

ADM. SCREENING FEE GC29550C	125	NA	NA
-----------------------------	-----	----	----

CITATION PROC. FEE GC 29550C	350	NA	NA
------------------------------	-----	----	----

<b>SUB-TOTAL STATE COLLECTIONS</b>	<b>233,294</b>	<b>251,743</b>	<b>265,022</b>
------------------------------------	----------------	----------------	----------------

OTHER COLLECTIONS

RESTITUTION			
-------------	--	--	--

DIRECT TO VICTIM	250,424	306,551	461,412
------------------	---------	---------	---------

D.S.S.	0	0	98
--------	---	---	----

<b>TOTAL</b>	<b>250,424</b>	<b>306,551</b>	<b>461,510</b>
--------------	----------------	----------------	----------------

LABORATORY FUND, 1463.14	20,317	21,300	26,359
--------------------------	--------	--------	--------

ALCOHOL REHAB. PROG. 1463.16	19,999	20,578	25,919
------------------------------	--------	--------	--------

EMERGENCY MEDICAL	17,340	23,827	19,357
-------------------	--------	--------	--------

CRIME LAB FUND	9,985	12,651	10,965
----------------	-------	--------	--------

AUTOMATION FUND-MUNI	1,294	NA	NA
----------------------	-------	----	----

AUTOMATION FUND-SUPERIOR	546	NA	NA
--------------------------	-----	----	----

SUSPENSE			(8,681)
----------	--	--	---------

<b>SUB TOTAL OTHER COLLECTIONS</b>	<b>319,905</b>	<b>384,907</b>	<b>544,110</b>
------------------------------------	----------------	----------------	----------------

<b>TOTALS</b>			
---------------	--	--	--

REVENUES	459,657	565,682	558,499
----------	---------	---------	---------

STATE	233,294	251,743	265,022
-------	---------	---------	---------

OTHER	319,905	384,907	544,110
-------	---------	---------	---------

<b>TOTAL COLLECTIONS</b>	<b>1,012,856</b>	<b>1,202,332</b>	<b>1,367,631</b>
--------------------------	------------------	------------------	------------------



## ADULT PROBATION DEPARTMENT

## BUDGET

FISCAL YEAR 1992-93

	ORIGINAL	REVISED	EXPENDED	BALANCE	% EXPEND
<b>PERSONNEL COSTS</b>					
PERMANENT SALARIES	5,366,886	5,300,715	5,300,713	2	100.00%
OVERTIME	42,000	52,000	42,717	9,283	82.15%
TEMPORARY SALARIES	0	10,000	9,070	930	90.70%
MANDATORY FRINGE	625,207	618,423	605,548	12,875	97.92%
<b>TOTAL PERSONNEL COSTS</b>	<b>6,034,093</b>	<b>5,981,138</b>	<b>5,958,048</b>	<b>23,090</b>	<b>99.61%</b>
<b>OPERATING COSTS</b>					
1020 Prof. Services	21,000	90,673	82,744	7,929	91.26%
1060 DP/WP EQUIPMENT	2,750	5,149	2,943	2,206	57.16%
1090 Other Contr. Serv.	79,991	84,591	86,542	(1,951)	102.31%
1100 Local Share Grants	19,792				
1110 Use Empl. Car	1,800	7,707	7,166	541	92.98%
1120 Travel	500	530	3,776	(3,246)	712.45%
1130 Training	2,420	2,420	(880)	3,300	-36.36%
1200 Other Services	15,700	16,893	16,816	77	99.54%
1230 Telephone	32,018	46,853	71,959	(25,106)	153.58%
300 Material/Supplies	45,000	68,082	68,639	(557)	100.82%
440 Membership Dues	590	590	584	6	98.98%
950 REVOLVING FUND INC	0	0	0	0	0.00%
1200 EQUIPMENT PURCH.	71,870	80,270	77,473	2,797	96.52%
1310 Data Proc. Equip.	0	0	0	0	0.00%
1000 Police	87,169	87,169	87,169	0	100.00%
1100 Central Shops (R)	4,360	4,360	3,033	1,327	69.56%
1130 Civil Service	976	976	976	0	100.00%
1160 Central Shops (F)	2,766	2,766	1,968	798	71.15%
1180 Bldg. Repairs	5,039	9,274	11,446	(2,172)	123.42%
400 ISD	69,779	66,647	59,999	6,648	90.03%
500 Reproduction	8,666	7,166	9,164	(1,998)	127.88%
510 CITY MAIL SERVICE	28,433	23,146	18,120	5,026	78.29%
<b>TOTAL OPERATING</b>	<b>500,619</b>	<b>605,262</b>	<b>591,517</b>	<b>(9,401)</b>	<b>97.73%</b>
700 Workers Comp	20,000	20,000	59,928	(39,928)	299.64%
<b>TOTAL BUDGET</b>	<b>6,554,712</b>	<b>6,606,400</b>	<b>6,609,493</b>	<b>(3,093)</b>	<b>100.05%</b>







SF  
A30  
1993/94

DOCUMENTS DEPT.

FEB 9 1995

SAN FRANCISCO  
PUBLIC LIBRARY

**ADULT PROBATION DEPARTMENT**

**ANNUAL REPORT 1993-1994**



## TABLE OF CONTENTS

Letter of Transmittal	1
Mission Statement	3
Organizational Overview 1993-94	4
Affirmative Action Statement	6
Table of Organization	7
Adult Probation Process	8
Organization Chart by Activities	9

## **PROGRAMS**

<b>Investigation Division</b>	<b>11</b>
Investigation by Charge	13
Telecommuting Program	17
Training Program	18
<b>Community Services Division</b>	<b>19</b>
Intensive Services Unit	22
Tenderloin Revitalization Program	23
Drug Abatement	24
Gang Caseloads	25
Drug Diversion	25
Domestic Violence Diversion	26
Child Sexual Abuse Caseload	27
Drinking Driver Program	



## TABLE OF CONTENTS

<b>Administration</b>	<b>31</b>
Personnel & Budget	31
Records/Reception	31
Electronic Data Processing	32
Transcription/Word Processing Center	32
Information Processing	33
Fiscal/Budget	33
Accounting & Payroll	33
Cashier's Office	34
Purchasing/Inventory	34
Collection Statistics	35
Budget	36





**ARLENE M. SAUSER**  
CHIEF ADULT PROBATION OFFICER

January 6, 1995

The Honorable Raymond Arata, Jr.  
Presiding Judge, Superior Court  
Room 480, City Hall  
San Francisco, CA 94102

Dear Judge Arata:

It is with pleasure that I present the Adult Probation Department's 1993-94 annual report. The Overview provides a brief summary of the year's programs and activities. More detailed program descriptions and statistics have been prepared by the program managers and are presented later in the report. This information is essential to us as we compete for diminishing resources at all levels of government and as we chart our future. It also serves to provide understanding to others of probation, its functions, and its place in the Criminal Justice System as well as in the community.

Continued diminishing resources has demanded that we prioritize our work and look at different ways of delivering probation services. We appreciate the Court's support of the efficiencies we have implemented, such as abbreviated reports on prison bound cases, which has also expedited delivery out of the jails. We place public safety above all other concerns and toward that end we have kept such programs as our Violent Gang Suppression Program, our Intensive Services Unit and our drug programs alive beyond the periods of grant funding, even though it has required increases in size of our low risk caseloads. We hope to move forward in our efforts to automate more of our high volume workloads, and we are increasing our use of telecommuting. We also hope in the year to come teleconferencing will become a reality.

During the first 6 months of 1994 the Department participated with the Courts and other criminal justice agencies in exploring the feasibility of a Drug Court for San Francisco. We enjoyed the collaborative effort and we hope to be an integral part of this program when it becomes a reality.

Providing good adult probation services to the City and County of San Francisco is a challenge my staff has continued to meet even though each year we are having to do more with less. I commend and thank them for their hard work and their flexibility as we have often had to depart from the "traditional ways" of doing things. I am also deeply appreciative to the Courts for the tremendous support, concern, and often patience they have shown the Department.



The Honorable Raymond Arata  
January 6, 1995

Page 2

Special thanks goes to Mayor Jordan and his staff and the Board of Supervisors for their support and willingness to learn more about probation's role in the Criminal Justice System and in the Community. Properly funded, we are the agency best equipped to solve many of the jail overcrowding problems.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Arlene M. Sauser".

Arlene M. Sauser, Chief  
Adult Probation Officer

AMS:hbm



## **MISSION STATEMENT**

The role and mission of the San Francisco Adult Probation Department is to aid in reducing the incidence and impact of crime in the community.

The basic statement of purpose recognizes:

that probation services must focus on the issue of crime in the community;

that probation services are a distinct but integral part of the total criminal justice system; and

that probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end Adult Probation Officers strive to play a leadership role in the development and implementation of correctional programs that:

provide for public protection and prevention of crime and delinquency;

provide services to the court; and

assist offenders in becoming law abiding, productive members of the community.



## OVERVIEW 1993-94

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the Community by supervising offenders placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with offenders, making referrals to appropriate treatment or other resources, encouraging employment, and holding offenders accountable for their actions. Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion cases (1000 et al P.C.).

1. Our Drug Abatement Program, funded through the State's Office of Criminal Justice Planning, completed a three year funding cycle and was approved for continued funding with a different target population, young males, per federal guidelines. The amount of funding was reduced, however, making it necessary to provide most of the year's clerical support out of General Funds.

Services to drug abusing women were continued even though there was a program shift in Drug Abatement through the continuation of the Department's POWER (Probation Officers Working to End Recidivism) Program. This is a volunteer program which relies on probation personnel and people from other criminal, health and human services agencies who volunteer their time to the program while continuing to meet all the job requirements of their regularly assigned duties. Probation staff volunteers to work intensively with one or two POWER probationers at a time in addition to meeting the requirements of their regularly assigned duties. The target population is pregnant addicts and/or addicts with small children who are serving a lengthy county jail sentence. The Program receives guidance from an Advisory Board composed of Human Services and Criminal Justice professionals as well as treatment providers, private sector, community and POWER graduates, all of whom also volunteer their time. The Program has saved the City considerable money through reduced jail bed days, birth of healthy babies, women caring for their own children, and because of its voluntary nature, there has been no cost to the City.

2. Grant funding for the Department's Tenderloin Revitalization Program, started in January 1992, was extended through June, 1994. This is a team approach program, the Police Department, the District Attorney, and the community. For public safety reasons the Department will look toward keeping this program running through other funding. It has been extremely successful.

At one time the Department had a federally funded Violent Gang Suppression Program. This was a collaborative effort with the District Attorney and other criminal justice agencies. When the grant ran out we continued to fund the program out of the General Fund, reallocating resources from other programs, and, in fact, we expanded our services to gang offenders, recognizes that this was a high priority because of the public safety issues. We have also continued our Intensive Services Unit, again for public safety reasons, as many of the offenders placed on probation today are those who formerly were sentenced to State Prison before prisons and jails became so over crowded.



During the 1993-94 fiscal year the workload in the Investigation Division showed a slight increase due to efficiencies implemented by the Department. Although total number of referrals to the Division increased by 471 cases, 550 one page form reports were prepared, with the approval of the Court, for prison bound offenders, thus not only saving Department time and resources, but reducing jail overcrowding by expediting their delivery to State Prison. Probationers under supervision showed a very slight drop, however, workload per officer increases because of the need to leave positions open in order to meet salary savings. Collections are again on the rise, after last year's drop which was attributed mostly to legislative changes.

5,889 presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to 5,418 for FY 92-93, an increase of 8.6%. Accounting for a significant part of it seems to be the large number of undocumented aliens involved in the criminal justice system and a losing battle with drugs, particularly crack, for a majority of the defendants.

10,049 probationers were under Department supervision at the close of FY 93-94, down from 10,080 the previous year. This is the third year of decline, with the change being fewer cases from the Municipal Court. The number of court reports prepared in the program decreased from 10,248 FY 92-93 to 9,790 FY 93-94.

\$470,982 was collected in General Fund Revenues for FY 93-94. This is an increase of \$11,325 in General Fund Revenue over FY 92-93. FY 93-94 was our third year for Tax Intercept we were able to collect over \$50,000, doubling the amount that was collected last year. Total collections were \$1,133,518, an increase of \$120,662.

For the 13th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirement. This represents the number of years the program has been in existence.

Prisons and jails continue to be overcrowded and community corrections, probation and parole, particularly probation, continue to be underfunded. People who formerly were sentenced to State Prison often end up in probation caseloads because of the overcrowding; most of our caseloads are high, resources are lacking, and there is a great deal of recidivism.



## AFFIRMATIVE ACTION POLICY STATEMENT

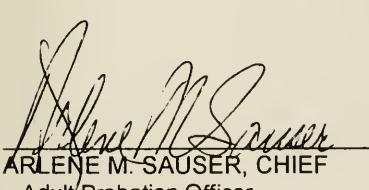
Consistent with the policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with the requirements which govern EEO and AA, Federal, State and Local laws and guidelines of fair employment. This policy is in compliance with provisions of the Consent Decree entered into the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities and non-discrimination for all persons regardless of race, ethnicity, national origin, gender, sexual orientation, marital status, religion, disability, language diversity, political affiliation, age, or medical condition (cancer-related), AIDS/ARC/HIV or medical signs or symptoms related thereto.

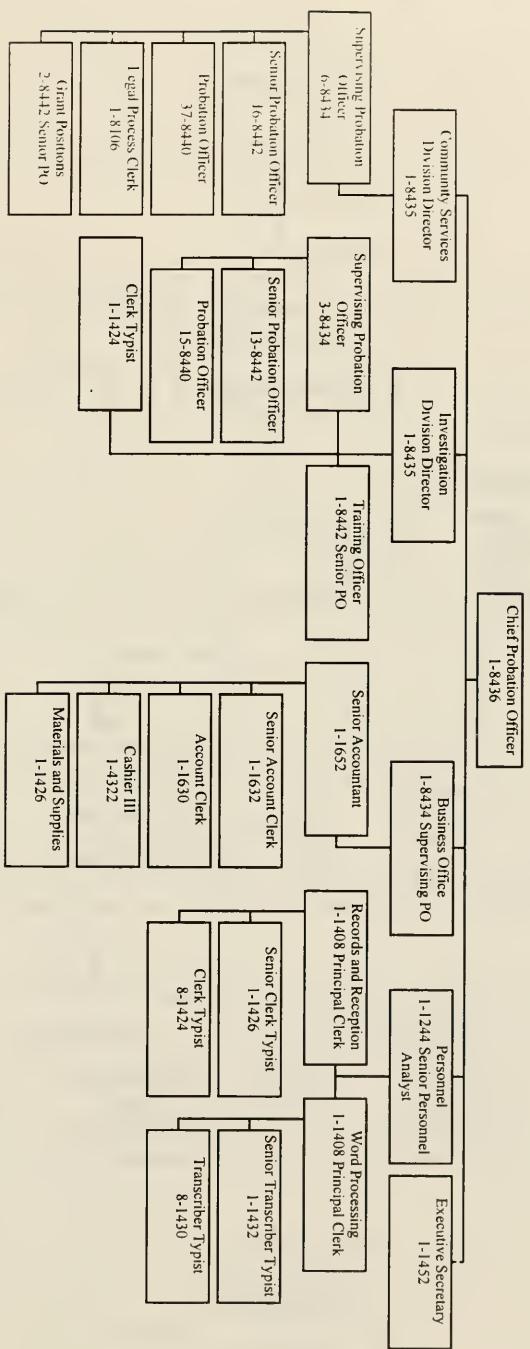
The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement, discipline and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. All employees are and will be informed of the Department's EEO/AE policy and all employees have a responsibility to comply. Adrienne Frazier, Personnel Officer, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan as well as internal and external reporting and dissemination.



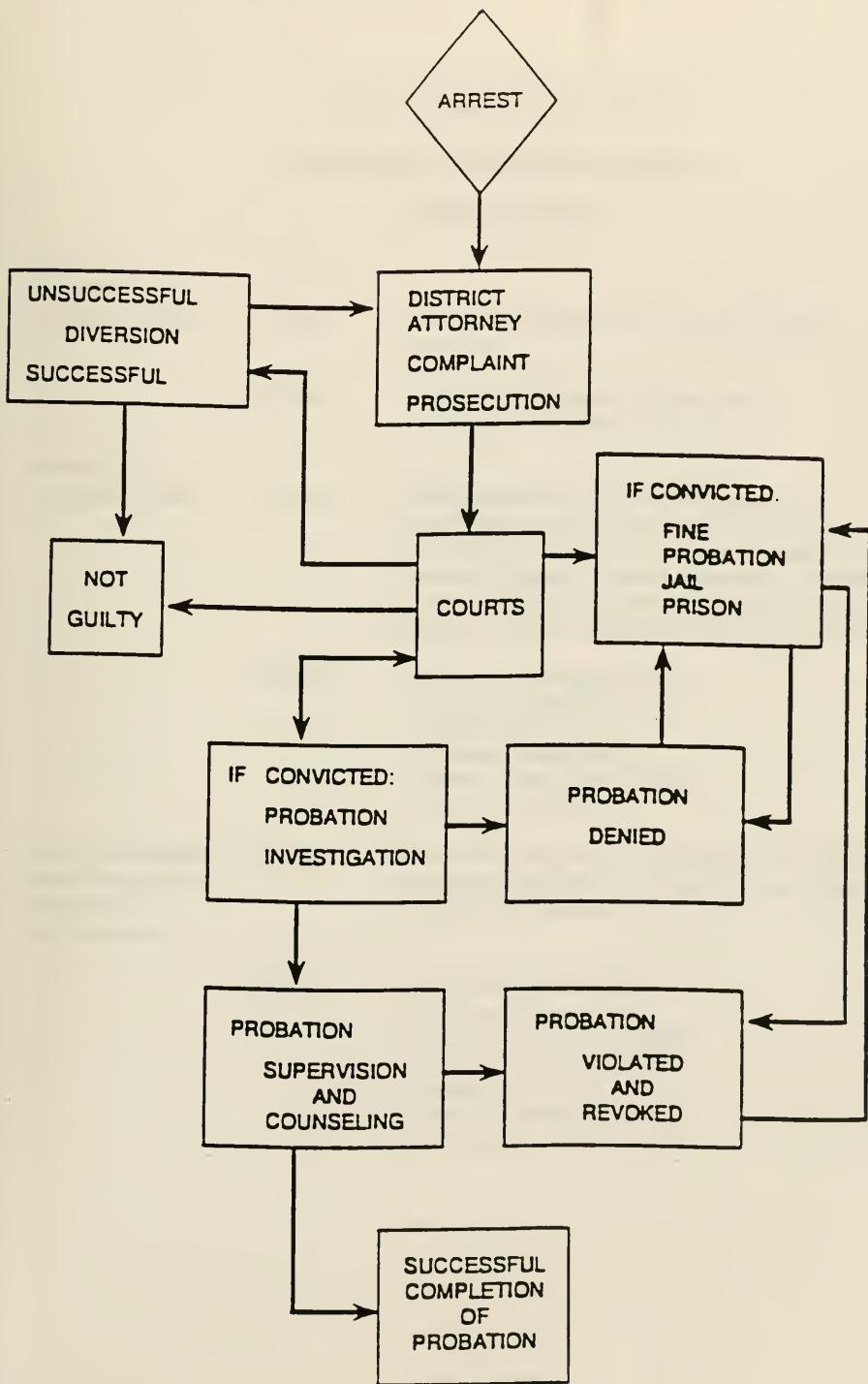
ARLENE M. SAUSER, CHIEF  
Adult Probation Officer







# ADULT PROBATION PROCESS





## ADULT PROBATION DEPARTMENT

### ORGANIZATION CHART BY ACTIVITIES

#### ADMINISTRATION

<b>Chief Adult Probation Officer</b>	Function:	Overall administration of the Adult Probation Department.
	Staffing:	1 - Chief Adult Probation Officer (8436) 1 - Executive Secretary II (1452)
<b>Finance and Business Office</b>	Function:	Budget preparation, fiscal management and control, business office, collection of fines, fees, and restitution, information services, statistics, maintain computer operations, and telecommunications support. Develop new software applications for departmental use. Materials and Supplies Coordination.
	Staffing:	1 - Business Manager (8434) 1 - Senior Accountant (1652) 1 - Cashier III (4322) 1 - Account Clerk (1630) 1 - Senior Account Clerk (1632) 1 - Supply Clerk (1426)
<b>Records/Reception Word Processing Personnel Administration</b>	Function:	Personnel Administration, stenographic services coordination, Records and Reception coordination, Telephone coordination.
	Staffing:	1 - Personnel Officer (1244) 2 - Principal Clerks (1408) 2 - Senior Clerk Typists (1426) 8 - Clerk Typists (1424) 1 - Secretary I (1444) 1 - Senior Transcriber (1432) 8 - Transcribers (1430)



**Training Officer**      Function:      Coordinate the STC state mandated training to ensure compliance as well as in-house training.  
                              Staffing:      1 - Senior Probation Officer (8442)

**COMMUNITY SERVICES**

**Division Director within Division**      Function:      Oversee all functions  
                              Staffing:      1 - Division Director (8435)

**Supervision**      Function:      Provide supervision to persons placed on probation by the Courts.  
                              Staffing:      7 - Supervising Probation Officers (8434)  
                                        16 - Senior Probation Officers (8442)  
                                        37 - Probation Officers (8440)  
                                        1 - Legal Process Clerk (8106)

Grant Funded Positions:      2 - Senior Probation Officers (8442)

**INVESTIGATION DIVISION**

**Division Director**      Function:      Oversee all functions within division  
                              Staffing:      1 - Division Director (8435)

**Investigation**      Function:      Provide Reports to the Courts as mandated by the Penal Code.  
                              Staffing:      3 - Supervising Probation Officers (8434)  
                                        13 - Senior Probation Officers (8442)  
                                        15 - Probation Officers (8440)  
                                        1 - Clerk Typist (1424)



## INVESTIGATION DIVISION

### Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in presentence reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division are the Department's training officer and a clerk who supplies support services to the Division. For part of the year the Division also supplied a court officer to the Superior Court.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code, which also specifically mandates the preparation of presentence reports as a part of the sentencing process in most felony cases. Sections 1000.6 through 1000.11 of the Penal Code provide the authority for the preparation of domestic violence diversion reports by probation departments.

### Program Structure

The Investigation Division has three units of investigators, each of which consists of a supervisor and between seven and ten probation officers. The main function of these officers is to investigate the backgrounds of defendants who are awaiting sentencing and to prepare court reports about them. The types of work prepared in the Division include preplea, presentence, form, post sentence (1203c) and domestic violence diversion reports. In FY 93-94 88% of the investigating units' workload consisted of presentence reports on convicted felons.

The training officer manages the Department's ongoing employee training program and also serves as 1203.9 Penal Code coordinator. Section 1203.9 of the Penal Code provides for the transfer of legal jurisdiction of probation cases between counties in California, and the training officer oversees this process as it applies to adult probation cases in San Francisco



The training program is described in more detail later in this report. The training officer reports to the Division Director.

The major function of the court officer was to represent Adult Probation in the Master Calendar Department of Superior Court. The duties of this position, which was filled by a probation officer, included processing all referrals from court requiring probation reports and also acting as liaison between the Probation Department and the Superior Court. In December, 1993 the Department was able to withdraw its officer from Master Calendar because of the completion of the Superior Court's automation project. Referrals are now processed electronically from Master Calendar to Adult Probation. Liaison matters are handled by various officers on a case by case basis.

### **Program Staff**

Division Director (8435)	1
Supervising Probation Officers (8434)	3
Senior Probation Officers (8442)	13
Probation Officers (8440)	15
Clerk Typist (1424)	1

---

33

### **Program Objectives**

The objectives of the Investigation Division are:

- 1) To prepare complete, accurate, objective and timely reports for the Superior and Municipal courts;
- 2) To provide all probation officers with the introductory and ongoing training mandated by state law for them, and to provide all employees of the Department with job related training on an as needed basis;



## INVESTIGATION - 3

**Program Output -  
Investigation Units**

		<u>FY 93-94</u>	<u>FY 92-93</u>	<u>Net Change</u>
1.	Total Presentence Investigations, Superior Court	4638	4608	+.6%
2.	Total Presentence Investigations, Municipal Court	1	1	0%
3.	Total Preplea Investigations (All Superior Court)	2	2	0%
4.	Supplemental Reports (including CRC, Atascadero, 1203.03 progress reports, bench warrant returns and 194 supplementals prepared for Community Services)	438	213	+105%
5.	Mentally Retarded Diversion Reports	1	N/A	N/A
6.	Domestic Violence Diversion Reports	191	207	7.7%
7.	Form Reports (1 page reports on prison bound defendants)	550	N/A	N/A
8.	Post Sentence Reports	<u>68</u>	<u>387</u>	<u>-82%</u>
		5889	5418	+8.6%
9.	Court Services			
A.	Courtesy Investigations/ Closed Case Research	46	26	
B.	Cases processed per 1203.9 P.C.			
		<u>FY 93-94</u>	<u>FY 92-93</u>	
		<u>In</u>	<u>Out</u>	<u>In</u>
	accepted	9	1	5
	rejected	10	4	14
	pending as of 6/30/94	5	<u>1</u>	<u>4</u>
	Total	<u>24</u>	<u>6</u>	<u>23</u>
				<u>5</u>



## INVESTIGATION - 4

Output for the Division was the highest in its history. Intake of Spanish speaking cases remained about the same as in 92-93 (1262 cases). One notable change was the increased use of 1203c and short form reports for prison bound defendants. These grew from 387 reports last year to 618 in FY 93-94. Their use helped to reduce jail overcrowding by expediting prison commitments.

### INVESTIGATIONS PRESENTENCE AND POSTSENTENCE

#### Penal Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 32	Accessory to felony	135
PC 69	Obstructing executive officer	3
PC 118	Perjury	10
PC 136.1	Intimidation of witnesses/victims	4
PC 140	Threatening Witnesses (misdemeanor)	3
PC 148	Resisting arrest	45
PC 148.9	False identity to police officer	5
PC 166	Contempt	1
PC 182.1	Conspiracy to commit any crime	14
PC 186.2	Criminal profiteering	17
PC 187/664	Attempted murder	17
PC 187, 2nd	Murder, 2nd degree	25
PC 191.5	Vehicular manslaughter when intoxicated	3
PC 192(a)	Voluntary manslaughter	7
PC 192(b)	Involuntary manslaughter	5
PC 192(c)(1)	Vehicular manslaughter w/negligence	8
PC 192/664	Attempted manslaughter	7
PC 203	Mayhem	2
PC 205	Aggravated Mayhem	1
PC 207	Kidnapping	7
PC 212.5(a)	Robbery of public trans. driver or a dwelling	56
PC 664/212.5(a)	Attempted Robbery of Public transit driver/dwelling	11
PC 212.5(b)	Robbery - second degree	315
PC 664/212.5(b)	Attempted Robbery - Second degree	77
PC 220	Assault w/intent to commit felony	9
PC 236	False imprisonment	48
PC 240	Assault	6
PC 242	Battery	178
PC 243(b) & (c)	Battery on Peace Officer	37



## INVESTIGATION - 5

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 243(d)	Battery on a person/serious bodily injury	27
PC 243.1	Battery on Custodial Officer	1
PC 243.4(e)	Sexual battery	4
PC 245(a)(1)	Assault w/deadly weapon other than firearm	283
PC 245(a)(2)	Assault with firearm	72
PC 245	Assault with semiautomatic firearm	1
PC 246	Shooting at car or inhabited dwelling	5
PC 246.3	Discharging firearm negligently	35
PC 261	Rape	6
PC 261.5	Unlawful sexual intercourse	1
PC 266	Enticement for prostitution	2
PC 273(a)(1)	Cruelty to a child	7
PC 273(d)	Corporal injury of a child	7
PC 273(a)(2)	Misdemeanor cruelty to a child	2
PC 273.5	Corporal injury on spouse	138
PC 278.5	Deprivation of right to physical cust. or visitation	2
PC 286(c)	Sodomy	2
PC 288	Lewd act/child under 14	9
PC 288(a)	Oral copulation	28
PC 288 a(c)	Oral copulation/child 10-14	13
PC 288.5	Continuous sexual abuse of a child	9
PC 289(a)	Penetration of genitals/anus by foreign object	3
PC 314.1	Indecent exposure	5
PC 337(a)(1)&(2)	Bookmaking	11
PC 368	Infliction of pain/suffering on old/dependent adult	8
PC 415	Disturbing the peace	1
PC 417(a)(b)(c)and PC 417.1	Exhibiting firearm; exhib. firearm at day care center or in presence of peace officer/reserve police officer	12
PC 422	Terrorist threats	31
PC 451	Arson	6
PC 452	Reckless fire setting	2
PC 452(c)	Arson of dwelling or forest land - injury	2
PC 453	Possession of flammable/explosive device	1
PC 459/664	Attempted burglary	35
PC 459	Burglary	744
PC 466	Possession of burglary tools	35
PC 470	Forgery	16
PC 475(a)	Check fraud	34
PC 476	Possession of forged check	11
PC 484	Theft	49
PC 487.1	Grand theft	195



## INVESTIGATION - 6

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 487/664	Attempted grand theft	4
PC 518	Extortion	2
PC 524	Attempted extortion	8
PC 496	Receiving stolen property	208
PC 504	Embezzlement	6
PC 529	False identification	6
PC 532	False financial statement	8
PC 594(a)	Vandalism	4
PC 602	Trespassing	5
PC 646.9	Stalking	1
PC 647	Disorderly Conduct (Various)	5
PC 666	Petty theft with a prior	147
PC 4530	Escape by force/violence	1
PC 4532	Escape from county jail	5
PC 12020	Concealed weapon	19
PC 12021	Concealed firearm/restrictions	108
PC 12025	Concealed firearm within vehicle/on person	28
PC 12031	Carrying a loaded firearm	20
Miscellaneous Penal Code charges		<u>27</u>
Total Penal Code charges		3526

Vehicle Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
VC 12500(a)	Driving w/o valid license	2
VC 10851	Vehicle theft	108
VC 664/10851	Attempted Auto Theft	12
VC 10852	Auto tampering	1
VC 20001	Duty to stop at scene of accident	13
VC 20002	Duty to stop when property damaged	11
VC 23103	Reckless driving	3
VC 23152(a)	Driving under influence alcohol/drugs	51
VC 23153(a)	Driving under influence/bodily injury	32
Miscellaneous Vehicle Code charges		<u>41</u>
Total Vehicle Code charges		274



INVESTIGATION - 7

Health & Safety Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
HS 11350	Possession of narcotics	763
HS 11351	Possession for sale of controlled substances	172
HS 11351.5	Possession of cocaine base for sale	462
HS 11352	Sale/transport narcotics	798
HS 11355	Sale false represented cont. substance	3
HS 11357	Illegal possession of cannabis	5
HS 11359	Possession for sale/marijuana	131
HS 11360(a)	Sale/transport marijuana	277
HS 11364	Drug paraphernalia	5
HS 11377	Possession of dangerous drugs	76
HS 11378	Possession for sale/dangerous drugs	46
HS 11379	Sale/transport dangerous drugs	23
Miscellaneous Health & Safety Code charges		<u>38</u>
Total Health & Safety Code charges		2799

Welfare & Institutions Code

<u>Criminal Code</u>	<u>Welfare &amp; Institutions Code</u>	<u>No.</u>
WI 10980 & 11483	Welfare fraud	152

Business & Professions Code

Miscellaneous drug charges	<u>11</u>
<b>TOTAL CHARGES INVESTIGATED</b>	6762

Telecommuting Program

On March 31, 1993, in order to address a problem of office overcrowding, the Department began an experimental telecommuting program in the Investigation Division involving one probation officer.

During FY 93-94 Departmental representatives met several times with the City Attorney's Office and the Division of Employee Relations to design and formally implement an ongoing program. As a result, the Department received official City approval to make the program permanent and to expand it. In June, 1994, three additional officers of the Investigation Division became telecommuters.



## INVESTIGATION - 8

All four telecommuters work from their homes preparing felony presentence reports on persons in custody. They visit the Department to pick up assignments, go to the jail to interview defendants, and do most of their other work at home, including the dictation of reports via the Department's telephonic dictating system. Monitoring and measuring the telecommuters' job performance is relatively simple because all investigative officers, including the telecommuters, are responsible for producing a fixed number of reports each month, and all reports are reviewed by a supervisor for accuracy and timeliness.

### Training Program

Training for the San Francisco Adult Probation Department is mandated through the Standards and Training for Corrections Program, a State funded entity.

During the probation officer's initial year of employment s/he is required to complete a 200 hour certified basic training course. Thereafter, the officer is required to complete 40 hours of certified training annually. New supervisors are required to complete an 80 hour basic training course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as STC Training Officer and is responsible for insuring compliance with the STC training requirements. During FY 93-94 the Department spent \$32,117.00 in state funds for training of staff. A total of 90 employees received training. All eligible staff members either completed their training requirements or were excused for medical or other reasons. Altogether 3845.35 training hours were completed.

In every year since inception of the program, the Adult Probation Department has successfully completed the STC training requirements.



## COMMUNITY SERVICES DIVISION

### Program Description

The Community Services Division enforces court orders and provides supervision to persons granted probation by the Superior and Municipal courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report to the probation officer. The classification system as used by this agency emphasizes community protection.

The Division is also responsible for the supervision of individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.) and Domestic Violence Diversion (1000.6 P.C.) and Mental Retardation Diversion (1001.20 P.C.). Probation Officers are responsible for supervising divertees' participation in and completion of either an educational or treatment program.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer, who shall determine the level and type of supervision consistent with the court ordered conditions of probation."

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

### Program Structure

The Community Services Division has six supervision units. Each unit consists of a unit supervisor and eight to ten probation officers. All six units supervise individuals placed on formal supervised probation from the Municipal and Superior Courts of San Francisco. At the end of fiscal year 1993-1994 an additional supervisor was assigned to the Division to supervise the P.O.W.E.R. Program (see POWER PROGRAM page 21) and to coordinate the time studies prepared by line probation officers for MediCal related services provided by Adult Probation. This supervisor is being provided training to coordinate the time studies which will begin in the first quarter of Fiscal Year 1994-1995.

Cases are placed into particular caseloads based on the level of risk these cases pose to the Community. Another placement factor is the court (Municipal or Superior) of origin that sentenced the probationer.



## COMMUNITY SERVICES - 2

The Division currently has three basic types of caseloads: Maximum Risk (felons and misdemeanants), Superior Court Medium and Minimum Risk, and Municipal Court Medium and Minimum Risk. At the end of this fiscal year there were 31 of these "general caseloads" organized in four separate units.

There are twelve Maximum Risk caseloads in the Division with an average caseload size of 139 cases per officer. Caseload size for this group of officers continues to rise for a number of reasons. For a period of time persons on active California Department of Corrections parole were assigned to these caseloads. This policy was changed in August, 1993 so that State parolees active on county probation, who are intensively supervised by State Parole Agents, are now assigned to the larger, Medium/Minimum Risk caseloads. The Maximum Risk caseloads, however, still contain a number of these parolees. This population is expected to shift over the next two years. Also, several Maximum Risk caseloads were unsupervised during the fiscal year due to illness and transfer. The Department is in the process of reallocating resources to cover all Maximum Risk caseloads. There are plans, resources providing, to activate another Maximum Risk caseload next fiscal year as well.

There are sixteen Superior Court Medium/Minimum caseloads in the division with an average caseload size of 300 cases per officer. Caseload sizes went up for this group of officers (average caseload size 240 cases per officer in fiscal year 1992-1993) due to the reassignment of parolees to these caseloads in August, 1993.

The Division has four caseloads designated as Municipal Court Medium/Minimum caseloads. These caseloads have an average caseload size of 167 cases per officer. Caseload size for this group of officers continues to drop due to modifications to court (unsupervised) probation, court terminations of probation, and a smaller volume of referrals from the Municipal Courts. One Municipal Court caseload was disbanded this year due to the drop of average caseload size for Municipal Court caseloads.

The above "general" caseloads contain one Maximum Risk, five Superior Court Medium/Minimum and one Municipal Court Medium/Minimum that are devoted primarily to Spanish-speaking defendants. The officers assigned to these caseloads are bilingual. Due to the increase in Spanish speaking cases from Superior court, an additional Superior Court Spanish-speaking caseload was activated this fiscal year.

In addition to the basic four units outlined above, a fifth unit, known as Intensive Services, provides close supervision to certain high risk offenders. A sixth unit is composed of officers with specialized assignments, including Drug Diversion, Drug Abatement, the Drinking Driver Program and two Driving Under the Influence caseloads.

Attached to one of the first four units are the Domestic Violence Diversion and the Child Sexual Abuse caseloads. These, along with Drug Diversion, Drug Abatement, the Drinking Driver Program and DUI caseloads are described later in this report.



## COMMUNITY SERVICES - 3

### Program Staff (authorized strength)

Division Director (8435)	1
Supervising Probation Officers (8434)	7
Senior Probation Officers (8442)	16
Probation Officers (8440)	35
Senior Clerk Typist (1426)	1
Legal Process Clerk (8106)	<u>1</u>
	61

### Program Objectives

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation, and to work cooperatively with other agencies toward that end;
2. To ensure compliance with court orders by those persons granted probation and to return probationers to court who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment and obtain employment, training, education, and other community resources; and
4. To supervise the payments by probationers towards victim restitution, fines, attorney fee recoupment, probation costs, and other financial obligations. (Please refer to Administration Division of the annual report for a summary of collections in FY 93-94).

<u>Program Output</u>	<u>1993-94</u>	<u>1992-93</u>	<u>Net Change</u>
Caseload-beginning of fiscal year	10,080	10,153	
Cases added	7,312	7,298	
Total cases under supervision	17,392	17,451	
Terminations/Expirations	7,343	7,371	
Caseload - end of fiscal year	10,049	10,080	
Court reports	9,582	10,616	-10%

### Special Programs

#### 1. POWER PROGRAM

The Adult Probation Department continues to operate a volunteer program entitled the POWER Program (Probation Officers Working to End Recidivism). POWER provides one to one intensive services to women probationers who are pregnant or have small children, with a view toward breaking the arrest cycle.



Supervision and planning can begin during the period of incarceration, in consultation with the Sheriff's custody staff. The Probation Department staff also networks with the Department of Social Services, Health Department, and community based substance abuse programs. At the end of this fiscal year, a portion of an 8434 Supervising Probation Officer position was allocated to the program. This supervisor monitors and reviews cases and attempts to reduce the population of the overcrowded jail by getting women out of custody and into treatment programs.

The approach is a 12-week program commencing immediately upon release (if in custody), consisting minimally of a weekly one-on-one counseling session between the officer and probationer and a weekly training class addressing such issues as: life skills, self esteem, AIDS/HIV education, day-to-day economics, abusive relationships, chemical dependency, parenting and grooming/personal hygiene, to name some of the classes. Classes are taught by Probation Department staff and volunteers from other agencies.

2. **INTENSIVE SERVICES UNIT**

**Program Description**

This unit presently supervises, in caseloads of 55 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. For each assigned case the probation officer develops a case assessment plan, which includes the nature of the probationer's problem(s), short and long-term goals, the need of support services, and financial planning. The probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan as needed, but not less frequently than every six months. There are frequent face-to-face contacts by officers with probationers, both in the office and the community.



Program Staff

The Intensive Services Unit is staffed by a Supervising Probation Officer, three Senior Probation Officers, six Deputy Probation Officers, and one legal process clerk. The Senior and Deputy Probation Officers are assigned to specializations in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs. An additional senior probation officer with an intensive supervision caseload focused in the Tenderloin District and funded under a State grant is also attached to the Intensive Services Unit. (See Tenderloin Revitalization Program below).

<u>Program Output</u>	<u>1993-1994</u>	<u>1992-1993</u>	<u>Net Change</u>
Caseload-beginning of fiscal year	384	384	
Cases added	382	374	
Total cases under supervision	766	708	
Terminations/expirations	283	324	-14%
Caseload - end of fiscal year	483	384	+20%

3. TENDERLOIN REVITALIZATION PROGRAM

In December 1992 the California Office of Criminal Justice Planning (OCJP) funded the San Francisco Police Department, Sheriff's Department, the District Attorney's Office, various Community Programs, and the Adult Probation Department under a State grant to fight crime and improve the quality of life in the Tenderloin area of San Francisco. Officially known as "Operation Revitalization." The grant plans to "weed" out the criminal element plaguing this high crime area and in its place "seed" positive programs that help people living in the area.

Funding for the Adult Probation component of this grant was extended to June, 1994. This State funding allows for one senior probation officer position. This officer intensively supervises twenty-five probationers that reside in the Tenderloin area. The officer is armed, wears a protective vest, and uses a police radio as this is a collaborative effort. The officer works closely with the Police Department and District Attorney's Office for the "weeding" component of the program. However, the officer also works closely with community groups such as North of Market Senior Services, the Vietnamese Youth Development Center, and San Francisco S.A.F.E. (Safety Awareness for Everyone) as part of the "seed" aspect of the grant. The Department will explore continuing the Probation component of this program next fiscal year by reallocating present resources. If this occurs the senior probation officer's caseload would have to be increased to conform to the Intensive Services Unit caseload size of 55 probationers. Nevertheless, this would allow the Adult Probation Department to continue to make a positive impact on what is considered one of the highest crime areas in the State.

Program Staff

One senior probation officer is funded under this grant.



## COMMUNITY SERVICES - 6

### Program Output

This probation officer maintains a caseload of twenty-five probationers (per grant guidelines).

#### 4. DRUG ABATEMENT

##### Program Description

The Department's Drug Abatement Program started in March 1988. It is funded by a grant from the Federal Government and monitored by the State of California's Office of Criminal Justice Planning. OCJP decided which agencies would receive this federal money and it set the case management standards for the program.

In this program a total of up to 50 drug offenders on felony probation receive intensive supervision. In fiscal year 1993-1994, the focus of the program was turned on young (18 to 25 years), male drug offenders convicted of felony offenses. Probationers are expected to report in person to a probation officer three times a week. During each contact they are required to submit to a brief physical examination to determine the use of drugs (limited to eye reaction and hypodermic mark detection). Each probationer, during the initial 90 days of the program, submits two urine samples a week for the purpose of detecting illegal drug usage. As the probationer progresses through the program, drug testing is reduced to six times per month.

In fiscal year 1993-1994 officers in the program collected a total of 1,833 urine specimens. Close supervision of these typically unstable offenders through frequent contacts and urinalysis pays great dividends. The Drug Abatement program, due to a change of focus to young, male offenders, saw a reduction in the total amount of cases under supervision this fiscal year. Nevertheless, 81% of all persons under supervision in fiscal year 1993-1994 left the program as successes. This high success rate emphasizes the positive effects close monitoring and drug testing have on a drug-abusing probationer. It should also be added that this group of offenders is placed in an outpatient drug program soon after sentencing.

It is anticipated that the average caseload size for each officer will increase next fiscal year.

##### Program Staff

Two senior probation officers and one senior clerk/typist are funded by this program.

<u>Program Output</u>	<u>1993-1994</u>	<u>1992-1993</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	44	52	-18%
Cases added	79	91	-15%
Total cases under supervision	123	143	-16%
Terminations/expirations	89	99	-11%
Caseload - end of the fiscal year	34	44	-29%



5. GANG CASELOADS

From July 1986 to June 1992 the California Office of Criminal Justice Planning (OCJP) funded a special gang caseload under the Gang Violence Suppression Program. In July 1992, the Adult Probation Department, after losing funding from the State grant, made the gang caseload a permanent component of the Community Services Division. The Division currently has three gang caseloads that provide intensive surveillance and supervision to adult criminal gang members in San Francisco. Two of these officers are armed, wear protective vests, and utilize two-way radios. All three officers are frequently in the community monitoring individuals on their caseloads and networking with rehabilitative agencies and programs. The gang officers maintain close contact with the San Francisco Police Department, the District Attorney's Office and the Bay Area Gang Task Force, which consists of representatives from various Bay Area law enforcement agencies.

Program Output

Each gang officer maintains an average caseload size of fifty probationers.

6. DRUG DIVERSION

Program Description

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is granted by the court, there is ongoing contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefitting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Because the intake of new cases is heavy, the officers use group orientations to instruct new clients in the conditions of diversion.

Program Staff

Two Probation Officers are assigned to the Drug Diversion Program. One of the officers is bilingual in English and Spanish.



## COMMUNITY SERVICES - 8

<u>Program Output</u>	<u>1993-94</u>	<u>1992-93</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	680	667	
Diversion granted	633	794	-25%
Total cases under supervision	1,313	1,461	-11%
Diversion completed/terminated	722	781	-8%
Diversion caseload - end of fiscal year	591	680	-15%
Court reports prepared:			
Suitability reports	1,257	1,631	-29%
Progress reports	1,128	1,108	+1%
<b>Total</b>	<b>2,385</b>	<b>2,739</b>	<b>-14%</b>

### 7. DOMESTIC VIOLENCE DIVERSION

#### Program Description

The Domestic Violence Diversion Program became operative in January 1980 by authority of 1000.6 of the Penal Code. The program provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and a report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the divertee's diversion program, which usually includes counseling, and prepares periodic progress reports for the court.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstated if the divertee is not participating satisfactorily or not benefitting from the program.

#### Program Staff

Five Probation Officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One Senior Probation Officer in Community Services supervises all persons placed on diversion except those who speak only Spanish. The Spanish speakers, of whom there were 26 at years end, are supervised by a bilingual officer.



## COMMUNITY SERVICES - 9

<u>Program Output</u>	<u>1993-94</u>	<u>1992-93</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	189	192	
Diversion granted	155	178	-14%
Total cases under supervision	344	370	-7%
Diversion completed/terminated	192	181	
Diversion caseload - end of fiscal year	152	189	
Progress reports prepared	415	403	+2%

In fiscal year 1993-94, 68% of all terminated diversion cases were closed as successes, meaning that the court found that the defendant had complied with the conditions of diversion.

It should also be noted that one defendant was supervised on Mentally Retarded Diversion (1001.20 of the Penal Code) by the Senior Probation Officer responsible for the Domestic Violence Diversion caseload.

### 8. CHILD SEXUAL ABUSE CASELOAD

#### Program Description

Since March 1984 an officer has been assigned to supervise persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

#### Program Staff

One Probation Officer handles this assignment.

<u>Program Output</u>	<u>1993-94</u>	<u>1992-93</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	77	62	+24%
Cases add	27	50	-46%
Total cases under supervision	104	112	-7%
Terminations/expirations	30	35	-14%



9. DRINKING DRIVER PROGRAM (DDP)

Program Description

The Drinking Driver Program (DDP) is responsible for determining the eligibility and motivation of individuals who are placed in the program by the court. Eligible individuals should have been convicted of more than one driving under the influence offense and have not participated in DDP during the past four years. Individuals deemed ineligible by law or who are not desirous of program participation are referred back to court, where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism and provided by Counseling Services for Drinking Drivers. Persons who are rearrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

The program's staff has a personal computer which is used to monitor their large caseloads and to prepare court reports more efficiently. The officers use group orientations to instruct new clients in the conditions of probation.

Program Staff

The Drinking Driver Program is supervised by a Senior Probation Officer and a Probation Officer.

<u>Program Output</u>	<u>1993-94</u>	<u>1992-93</u>	<u>Net Change</u>
DDP caseload - beginning of fiscal year	774	1,010	-23%
Cases added	264	391	-32%
Total cases under supervision	1,038	1,401	-25%
Expirations/terminations	447	627	
DDP caseload - end of fiscal year	591	774	-23%
Total court reports prepared	600	810	-25%

Program officers began generating motions on a personal computer two years ago which greatly increased the number of court motions they have been able to file on their caseloads. The 23% reduction in caseload size is in fact attributable to 244 cases being modified to court probation this fiscal year. This was made possible in large part due to computerization of reports and motions which allows the officers in the program to generate reports expeditiously.



**10. DRIVING UNDER THE INFLUENCE PROGRAM (DUI)**

**Program Description**

The Adult Probation Department currently supervises approximately fourteen hundred persons convicted of driving under the influence of alcohol or drugs. Many of these offenders are placed in the Drinking Driver Program (DDP) (described above in Section 9) if deemed eligible. The remainder of these offenders are supervised in the Driving Under the Influence Program (DUI). Both programs are combined in one unit. This combination allows officers to develop expertise in a specialized area and to manage a high volume of work more efficiently through the use of group orientations and automation of reports.

Virtually all cases in the DUI program have restitution and treatment as conditions of probation. Officers are responsible for monitoring each probationer's participation in treatment and their payment of restitution, fines and fees. Officers use group orientations to instruct new clients in the conditions of probation.

**Program Staff**

The DUI program is supervised by one Senior Probation Officer and one Probation Officer. One of the probation officers is bilingual in Spanish and English.

<b><u>Program Output</u></b>	<b><u>1993-94</u></b>	<b><u>1992-93</u></b>	<b><u>Net Change</u></b>
DUI caseload - beginning of fiscal year	1,228	1,228	
Cases Added	269	375	-28%
Total cases under supervision	1,497	1,815	-17%
Expirations/terminations	657	587	+11%
DUI caseload - end of fiscal year	840	1,228	-31%
Total court reports prepared	358	443	-19%



## COURT REPORT ACTIVITY BY COURT

	<u>Superior Court</u>		<u>Municipal Court</u>	
	<u>1993-94</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1992-93</u>
July	353	438	358	346
August	503	355	352	441
September	484	421	367	546
October	423	506	321	395
November	373	352	326	442
December	456	398	343	545
January	446	390	369	450
February	439	387	336	382
March	542	440	357	489
April	438	454	395	427
May	453	452	354	373
June	<u>482</u>	<u>458</u>	<u>376</u>	<u>361</u>
	<u>5,342</u>	<u>5,051 (+5%)</u>	<u>4,254</u>	<u>5,197 (-18%)</u>

Investigation Division completed 194 reports referred by the Superior Court; therefore, the Division received a total of 5,536 referrals for reports but actually completed 5,342 reports.

GRANTS OF PROBATION BY COURT

At the end of FY 1993-94, there were 10,049 active cases in Adult Probation, of which 7,217 or 71% were Superior Court cases and 2,832 or 28% were from Municipal Court.



ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Personnel Manager to perform the duties and supervise the activities described in the functions listed below:

**Function:      PERSONNEL**

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers. Serves as Personnel Hearing Officer, Affirmative Action Coordinator, Management's Labor Representative and Safety Coordinator.

**Staff**

Senior Personnel Analyst (1244)      1

**Function:      RECORDS - RECEPTION**

Under the supervision of a Principal Clerk, this section coordinates and organizes the records and reception. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. The Query Probation (QPRO) system is used to access active cases on line.

**Service Objectives** - To continuously maintain accurate and up-to-date records of cases active/inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records. This system will remove from the files all records as soon as legally allowable.

**Staff**

Principal Clerk (1408)	1
Clerk Typist (1424)	8
Senior Clerk Typist (1426)	1
Total	10



Function: ELECTRONIC DATA PROCESSING

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is utilized to retrieve information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries. The Query Probation (QPRO) system is used to access active probation cases on line. Information provided consists of: the caseload number; Probation Officer's name and telephone number.

Service Objectives - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics and integrate with the Cashier.

Staff

Clerk Typist (1424)                      Total 3

Function: TRANSCRIPTION/WORD PROCESSING CENTER

This centralized Department pool types and uses word processing to transcribe work from both the Investigation and Community Services Division of the Department. Transcription work processed here includes presentence, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Supplemental reports are transcribed directly from dictated tapes into final form while all presentence reports are transcribed through a digital voice processing system. The computerized digital voice system can store, assess, manage and disseminate the spoken word for transcription.

This section produced 11,133 documents during this fiscal year, which averages 1,237 per operator. Some Probation Officers typed their own documents. The volume of work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers, staff, and the documents produced by the administrative staff.

Service Objectives - To return completed presentence reports to officers five working days before the court date and to return all other reports to officers 3.5 working days before the court date. To meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.



Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typist (1430)	<u>8</u>
Total	10

It is the responsibility of the Business Manager to perform the duties and supervise the activities described under Fiscal/Budget. In addition, the Business Manager has the responsibility for all information processing for the Department.

**Function:** INFORMATION PROCESSING

Processes the flow of information for the Department using both mainframe and personal computers. The Department has installed its Local Area Network (LAN). At present the word processing pool, the administrators, and the supervisors are either hooked into the LAN or will be part of the system. Plans are underway to allow the Department to access criminal history information from the desktop. An application has been made to the Department of Justice through the Police Department to accomplish this. "E" Mail has been installed for all administrators and supervisors.

**Service Objective:** To assure the prompt and accurate flow of information from other criminal justice agencies and to distribute that information within the department accurately and efficiently. Also to provide information to other criminal justice agencies, clients, and other departments in an efficient and prompt manner.

Staff

Supervising Probation Officer (8435)	1
--------------------------------------	---

**Function:** FISCAL/BUDGET

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Objective (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors. Prepares legislation for Board of Supervisors' action.

**Service Objective:** To administer the fiscal resources of the Department.

**Function:** ACCOUNTING AND PAYROLL

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.



## ADMINISTRATION - 4

**Service Objectives** - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

### Staff

Sr. Accountant (1652)	1
Account Clerk (1630)	<u>.5</u>
Total	1.5

### Function: CASHIER'S OFFICE

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1993/94, a total of \$1,133,518 passed through this office. These funds are processed through more than 22 different accounts to the City's General Fund, the State of California, and to the victims of crimes. A breakdown of this disbursement and a comparison of the last three years are provided on page 33.

**Service Objectives** - To effectively and efficiently collect and disburse all judicially ordered payments.

### Staff

Cashier III (4322)	1.0
Account Clerk (1630)	<u>1.5</u>
Total	2.5

### Function: PURCHASING - INVENTORY

Under the supervision of the Senior Accountant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Also attached are the Collection Statistics, The General Fund Budget, and a revised ORG chart.

**Service Objectives** - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

### Staff

Senior Clerk Typist (1426)	1.
----------------------------	----



ADULT PROBATION DEPARTMENT  
 COLLECTION STATISTICS  
 FISCAL YEAR 1993-94

	1993-94	1992-93	1991-92
REVENUES TO THE GENERAL FUND			
GENERAL FUND FINES			
MUNICIPAL	131,538	184,843	243,711
SUPERIOR	36,952	23,990	19,602
TOTAL	168,490	208,832	263,313
PENALTY-MUNI	31,663	9,395	NA
PENALTY-SUPERIOR	20,853	5,069	NA
PROBATION COSTS	152,456	148,600	167,008
ADMINISTRATIVE FEE 1203.1PC	29,625	24,080	24,230
COMMUNITY SERVICE FEES	NA	NA	48,429
DIVERSION FEES	32,793	33,082	34,825
INSTALLMENT FEES	10,380	13,770	17,872
ATTORNEY FEES	1,278	595	5,352
CHARGE FOR BAD CHECKS	170	130	185
COST OF INVESTIGATION	23,274	16,102	4,467
SUB-TOTAL REVENUES	470,982	459,657	565,682
STATE OF CALIF. COLLECTIONS			
COURT FINES - STATE 1463.001	60,931	25,565	NA
PENALTY ASSESSMENTS, 1464	150,477	148,304	181,686
INDEMNITY FUND, 1463.18	6,725	9,674	13,944
RESTITUTION FUND, 1203.04	13,235	11,680	12,827
RESTITUTION FINE, 1202.04	53,179	37,596	43,286
ADM. SCREENING FEE GC29550C	295	125	NA
NOTIFICATION PROC. FEE GC 29550C	935	350	NA
UB-TOTAL STATE COLLECTIONS	285,777	233,294	251,743
OTHER COLLECTIONS			
RESTITUTION			
DIRECT TO VICTIM	309,096	250,424	306,551
D.S.S.	0	0	0
TOTAL	309,096	250,424	306,551
LABORATORY FUND, 1463.14	22,060	20,317	21,300
ALCOHOL REHAB. PROG. 1463.16	22,245	19,999	20,578
EMERGENCY MEDICAL	10,396	17,340	23,827
RIIME LAB FUND	7,483	9,985	12,651
UTOMATION FUND-MUNI	3,477	1,294	NA
UTOMATION FUND-SUPERIOR	2,004	546	NA
USPENSE			
UB TOTAL OTHER COLLECTIONS	376,759	319,905	384,907
TOTALS			
REVENUES	470,982	459,657	565,682
STATE	285,777	233,294	251,743
OTHER	376,759	319,905	384,907
TOTAL COLLECTIONS	1,133,518	1,012,856	1,202,332



ADULT PROBATION DEPARTMENT  
 GENERAL FUND BUDGET  
 FISCAL YEAR 1993-94

	ORIGINAL	REVISED	EXPENDED	BALANCE	% EXPEND
<b>PERSONNEL COSTS</b>					
PERMANENT SALARIES	5,212,816	5,186,816	5,249,317	(62,501)	101.20%
OVERTIME	42,000	42,000	6,795	35,205	16.18%
TEMPORARY SALARIES	50,000	50,000	24,911	25,089	49.82%
PREMIUM PAY	30,048	30,048	27,499	2,549	91.52%
MANDATORY FRINGE	1,320,961	1,302,585	1,290,385	12,200	99.06%
<b>TOTAL PERSONNEL COSTS</b>	<b>6,655,825</b>	<b>6,611,449</b>	<b>6,598,907</b>	<b>12,542</b>	<b>99.81%</b>
<b>OPERATING COSTS</b>					
I020 Prof. Services	21,000	21,000	18,000	3,000	85.71%
I060 DP/WP Equipment	2,750	2,750	1,286	1,464	46.76%
I090 Other Contr. Serv.	198,692	202,692	118,830	83,862	58.63%
I110 Use Empl. Car	0	0	7,474	(7,474)	
I120 Travel	500	500	969	(469)	193.80%
I130 Training	2,420	2,420	(191)	2,611	-7.89%
I230 Telephone	0	23,500	113,826	(90,326)	484.37%
I300 Material/Supplies	45,000	56,700	55,357	1,343	97.63%
I440 Membership Dues	590	590	584	6	98.98%
I200 Equipment Purch.	0	3,400	8,808	(5,408)	259.06%
I310 Data Proc. Equip.	71,870	71,870	64,663	7,207	89.97%
I000 Police	92,639	79,039	60,000	19,039	75.91%
I100 Central Shops (R)	4,360	4,360	8,025	(3,665)	184.06%
I130 Civil Service	976	976	976	0	100.00%
I160 Central Shops (F)	2,766	2,766	1,741	1,025	62.94%
I180 Bldg. Repairs	5,039	7,684	8,021	(337)	104.39%
I330 Chief Admin. Officer	0	0	1,397	(1,397)	
I400 ISD	67,124	78,138	78,138	0	100.00%
I500 Reproduction	8,666	8,666	8,136	530	93.88%
I510 City Mail Service	23,156	23,156	18,756	4,400	81.00%
<b>OTAL OPERATING</b>	<b>547,548</b>	<b>590,207</b>	<b>556,040</b>	<b>11,011</b>	<b>94.21%</b>
I700 Workers Comp	20,000	20,000	57,586	(37,586)	287.93%
<b>OTAL BUDGET</b>	<b>7,223,373</b>	<b>7,221,656</b>	<b>7,212,533</b>	<b>9,123</b>	<b>99.87%</b>







SF  
A30  
#1

1994-1995



DOCUMENTS DEPT.

JAN 24 1996

SAN FRANCISCO  
PUBLIC LIBRARY

## ADULT PROBATION DEPARTMENT

### ANNUAL REPORT 1994 - 1995



## TABLE OF CONTENTS

Letter of Transmittal	1
Mission Statement	3
Organizational Overview 1993-94	4
Affirmative Action Policy Statement	6
Table of Organization	7
Adult Probation Process	8
Organization Chart by Activities	9
<b><u>PROGRAMS</u></b>	
<b>Investigation Division</b>	<b>11</b>
Investigation by Charge	13
Telecommuting Program	17
Training Program	18
<b>Community Services Division</b>	<b>19</b>
Intensive Services Unit	22
Tenderloin Revitalization Program	23
Drug Abatement	24
Gang Caseloads	25
Drug Diversion	25
Domestic Violence Diversion	26
Child Sexual Abuse Caseload	27
Drinking Driver Program	28



## TABLE OF CONTENTS

<b>Administration</b>	<b>31</b>
Personnel & Budget	31
Records/Reception	31
Electronic Data Processing	32
Transcription/Word Processing Center	32
Information Processing	33
Fiscal/Budget	33
Accounting & Payroll	33
Cashiers Office	34
Purchasing/Inventory	34
Collection Statistics	35
Budget	36





**ARLENE M. SAUSER**

CHIEF ADULT PROBATION OFFICER

December 20, 1995

The Honorable Stuart Pollak  
Presiding Judge, Superior Court  
633 Folsom Street, Room 407  
San Francisco, CA 94102

Dear Judge Pollak:

It is with pleasure that I present the Adult Probation Department's 1994-95 annual report. The Overview provides a brief summary of the year's programs and activities. More detailed program descriptions and statistics have been prepared by the program managers and are presented later in the report. This information is essential to us as we compete for diminishing resources at all levels of government and as we chart our future. It also serves to provide understanding to others of probation, its functions, and its place in the Criminal Justice System as well as in the community.

Continued diminishing resources have demanded that we prioritize our work and look at different ways of delivering probation services. We appreciate the Court's support of the efficiencies we have implemented, such as abbreviated reports on prison bound cases, which has also expedited delivery out of the jails. We place public safety above all other concerns and toward that end we have kept such programs as our Violent Gang Suppression Program, our Intensive Services Unit, our Tenderloin Revitalization Program and our drug programs alive beyond the periods of grant funding, even though it has required increases in size of our low risk caseloads. We are moving forward in our efforts to automate more of our high volume workloads, and we are increasing our use of telecommuting. We also moved close to making teleconferencing a reality, thanks to a small grant from the State Department of Transportation.

Toward the end of the fiscal year the San Francisco drug court (Court of HOPE) became a reality with Probation participating in a collaborative way with the other criminal justice departments and the Health Department's Target Cities. This paved the way for Adult Probation to apply as lead agency for a criminal justice/treatment grant through the Center for Substance abuse and Treatment. In October we were notified that we were one of eight programs funded. It is a five year \$5,660,000 demonstration grant which targets substance abusing women in the criminal justice system, stressing treatment over incapacitation.

Providing good adult probation services to the City and County of San Francisco is a challenge my staff has continued to meet even though each year we are having to do more with less. I commend and thank them for their hard work and their flexibility as we have often had to depart from the "traditional ways" of doing things. I am also deeply appreciative to the Courts for the tremendous support, concern, and often patience they have shown the Department.

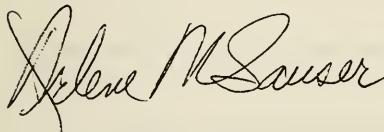


The Honorable Stuart Pollak  
December 20, 1995

Page 2

Special thanks goes to Mayor Jordan and his staff and the Board of Supervisors for their support and willingness to learn more about probation's role in the Criminal Justice System and in the Community. Properly funded, we are the agency best equipped to solve many of the jail overcrowding problems.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Arlene M. Sauser". The signature is fluid and cursive, with a large, stylized 'A' at the beginning.

Arlene M. Sauser, Chief  
Adult Probation Officer

AMS:hbm



## **MISSION STATEMENT**

The role and mission of the San Francisco Adult Probation Department is to aid in reducing the incidence and impact of crime in the community.

The basic statement of purpose recognizes:

- that probation services must focus on the issue of crime in the community;
- that probation services are a distinct but integral part of the total criminal justice system; and
- that probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end Adult Probation Officers strive to play a leadership role in the development and implementation of correctional programs that:

- provide for public protection and prevention of crime and delinquency;
- provide services to the court; and
- assist offenders in becoming law abiding, productive members of the community.



## OVERVIEW 1994-95

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the Community by supervising offenders placed on probation enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with offenders, making referrals to appropriate treatment or other resources, encouraging employment, and holding offenders accountable for their actions. Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion and domestic violence diversion cases (1000 et al P.C.), and also mental retardation diversion (1001.20 P.C.).

1. Our Drug Abatement Program, funded through the State's Office of Criminal Justice Planning, completed a three year funding cycle and is in its second year of funding with a different target population, young males, per federal guidelines. The amount of funding was increased over 93-94 and we received approval to use the additional monies to support part of a position in Drug Court, which began late in the fiscal year.

Services to drug abusing women were continued even though there was a program shift in Drug Abatement through the continuation of the Department's POWER (Probation Officers Working to End Recidivism) Program. This is a volunteer program which relies on probation personnel and people from other criminal, health and human services agencies who volunteer their time to the program while continuing to meet all the job requirements of their regularly assigned duties. Volunteers work intensively with one or two POWER probationers at a time, teach classes, do drug testing, and contribute in a number of ways, depending on their time, skills, and interests. Several judges participate in teaching classes. The target population is pregnant addicts and/or addicts with small children who are serving a lengthy county jail sentence. The Program receives guidance from an Advisory Board composed of Human Services and Criminal Justice professionals as well as treatment providers, private sector, community and POWER graduates, all of whom also volunteer their time. The Program has saved considerable money through reduced jail bed days, birth of healthy babies, women caring for their own children, and because of its voluntary nature, there has been no cost to the City.

2. Grant funding for the Department's Tenderloin Revitalization Program, started in January 1992, was extended through June, 1994. This is a team approach with the Police Department, the District Attorney, and the community. It has been extremely successful and when grant monies were exhausted, because of its public safety value, the Department realigned existing resources to keep the program going.

At one time the Department had a federally funded Violent Gang Suppression Program. This was a collaborative effort with the District Attorney and other criminal justice agencies. When the grant ran out we continued to keep that program going, also, by reallocating resources from other programs, and, in fact, we expanded our services to gang offenders, recognizing that this was a high priority because of the public safety issues.



We have also continued our Intensive Services Unit, again for public safety reasons, as many of the offenders placed on probation today are those who formerly were sentenced to State Prison before prisons and jails became so over crowded. We use a nationally recognized and approved classification system to assess risk and assign accordingly.

This year, 4,845 presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to 5,889 for FY 93-94, a decrease of 17%. The number of officers assigned to the Investigation Division were also decreased as positions were held open for salary savings, and Investigation officers assisted with the increased number of Motions to Revoke in the Community Services Division.

9,486 probationers were under Department supervision at the close of FY 94-95, down from 10,049 the previous year. This is the fourth year of decline, with the change being fewer cases from the Municipal Court. The number of court reports prepared in the program increased from 9,582 FY 93-94 to 9,804 FY 94-95. Although there was a decrease in actual number of cases the amount of activity increased.

\$464,010 was collected in General Fund Revenues for FY 94-95. This is a slight increase over FY 93-94 due to changes in legislation. Total collections were \$1,059,200, a decrease of \$74,318.

For the 14th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirement. This represents the number of years the program has been in existence.

Prisons and jails continue to be overcrowded and community corrections, probation and parole, particularly probation, continue to be underfunded. People who formerly were sentenced to State Prison often end up in probation caseloads because of the overcrowding; most of our caseloads are high, resources are scarce, and there is a great deal of recidivism.



## AFFIRMATIVE ACTION

### POLICY STATEMENT

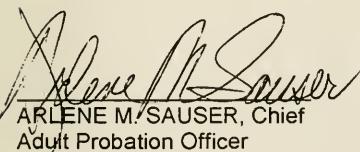
Consistent with the policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with the requirements which govern EEO and AA, Federal, State and Local laws and guidelines of fair employment. This policy is in compliance with provisions of the Consent Decree entered into the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities and non-discrimination for all persons regardless of race, ethnicity, national origin, gender, sexual orientation, marital status, religion, disability, language diversity, political affiliation, age, or medical condition (cancer-related), AIDS/ARC/HIV or medical signs or symptoms related thereto.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement, discipline and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. All employees are and will be informed of the Department's EEO/AA policy and all employees have a responsibility to comply. Stephanie Lyons, Personnel Officer, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan as well as internal and external reporting and dissemination.

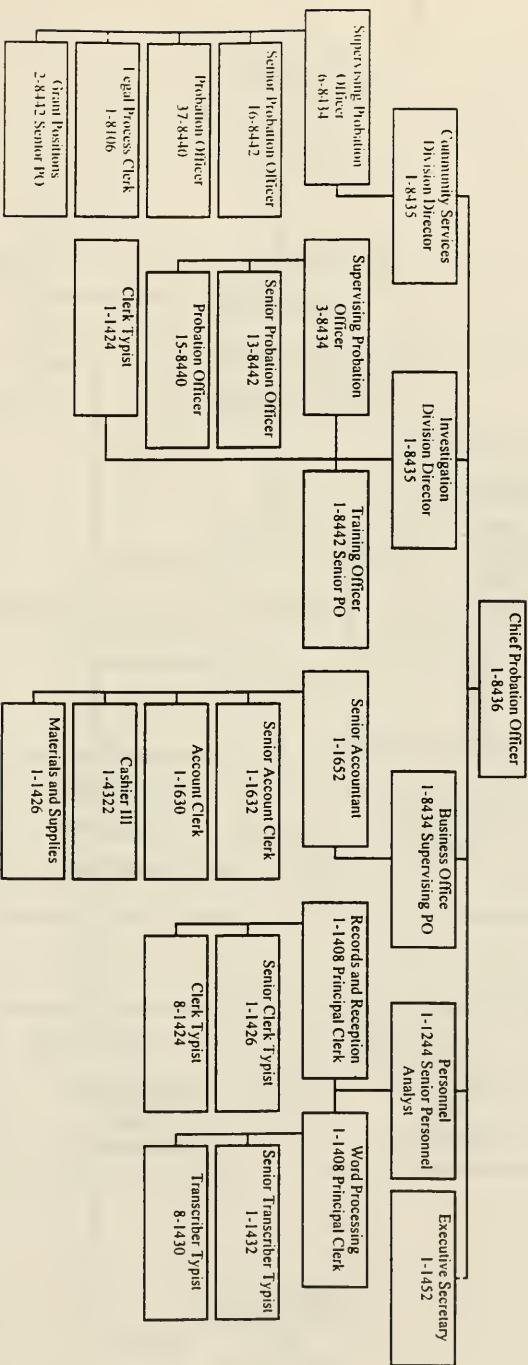


ARLENE M. SAUSER, Chief  
Adult Probation Officer



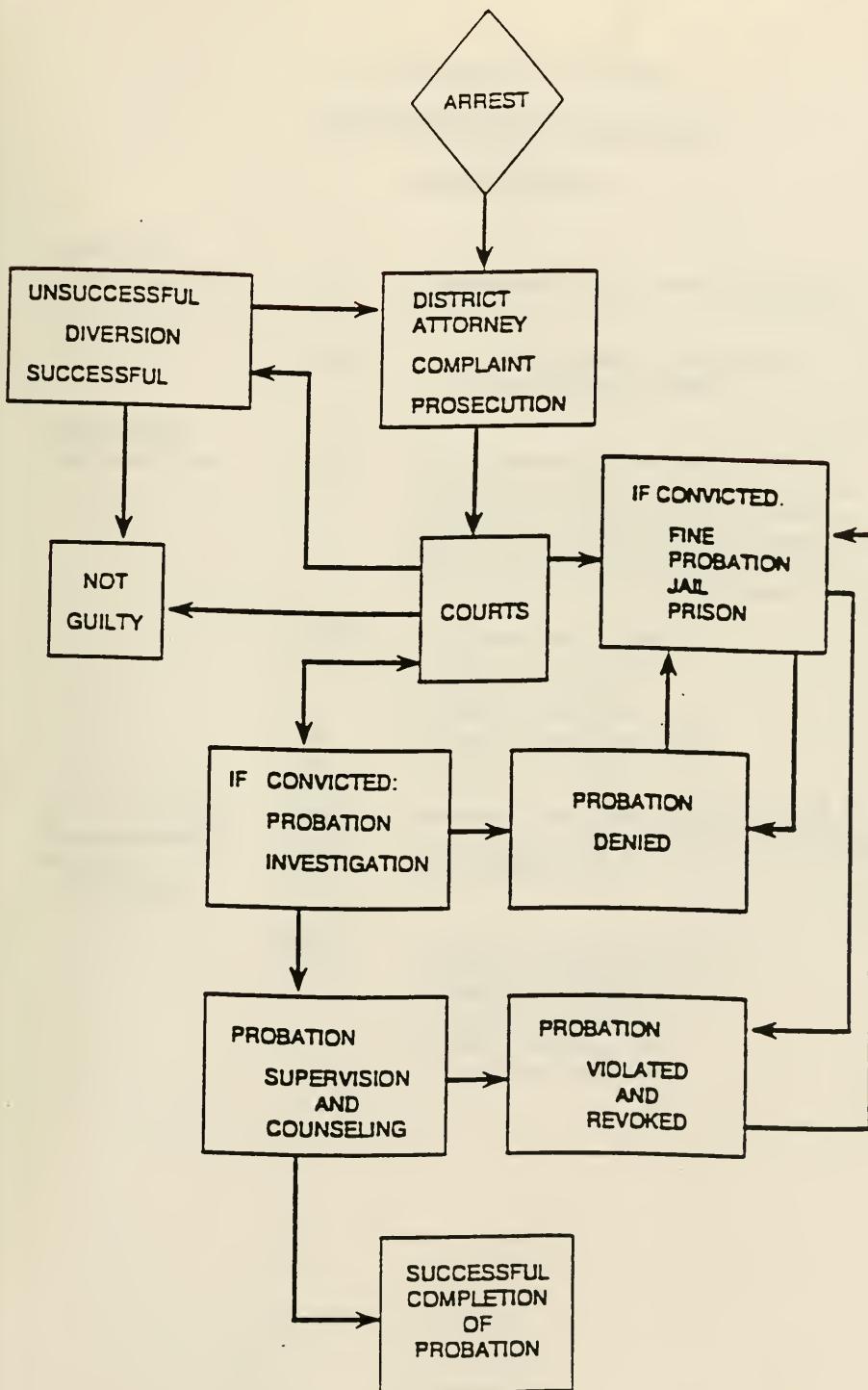
Total 122 titles, 2 grand positions  
Grand Total 124

San Francisco Adult Probation Dept  
1/95





# ADULT PROBATION PROCESS





## ADULT PROBATION DEPARTMENT

### ORGANIZATION CHART BY ACTIVITIES

#### ADMINISTRATION

<b>Chief Adult Probation Officer</b>	Function:	Overall administration of the Adult Probation Department.
	Staffing:	1 - Chief Adult Probation Officer (8436) 1 - Executive Secretary 11(1452)
<b>Finance and Business Office</b>	Function:	Budget preparation, fiscal management and control, business office, collection of fines, fees, and restitution, information services, statistics, maintain computer operations, and telecommunications support. Develop new software applications for departmental use. Materials and Supplies Coordination.
	Staffing:	1 - Business Manager (8434) 1 - Senior Accountant (1652) 1 - Cashier 111(4322) 2 - Account Clerk (1630) 1 - Senior Account Clerk (1632) 1 - Supply Clerk (1426)
<b>Records/Reception Word Processing Personnel Administration</b>	Function:	Personnel Administration, stenographic services coordination, Records and Reception coordination, Telephone coordination.
	Staffing:	1 - Personnel Manager (1244) 2 - Principal Clerks (1408) 2 - Senior Clerk Typists (1426) 7 - Clerk Typists (1424) 2 - Senior Transcriber (1432) 7 - Transcribers (1430)



**Training Officer**      Function: Coordinate the STC state mandated training to ensure compliance as well as in-house training.  
                              Staffing: 1 - Senior Probation Officer (8442)

### COMMUNITY SERVICES

**Division Director within Division**      Function: Oversee all functions  
                              Staffing: 1 - Division Director (8435)

**Supervision**      Function: Provide supervision to persons placed on probation by the Courts.  
                             Staffing: 7 - Supervising Probation Officers (8434)  
                              16 -Senior Probation Officers (8442)  
                              37 -Probation Officers (8440)  
                              1 - Legal Process Clerk (8106)

Grant Funded Positions: 2 - Senior Probation Officers (8442)

### INVESTIGATION DIVISION

**Division Director**      Function: Oversee all functions within division  
                              Staffing: 1 - Division Director (8435)

**Investigation**      Function: Provide Reports to the Courts as mandated by the Penal Code.  
                             Staffing: 3 - Supervising Probation Officers (8434)  
                              15 - Senior Probation Officers (8442)  
                              12 - Probation Officers (8440)  
                              1 - Clerk Typist (1424)



## INVESTIGATION DIVISION

### Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in presentence reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division are the Department's training officer and a clerk who supplies support services to the Division.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code, which also specifically mandates the preparation of presentence reports as a part of the sentencing process in most felony cases. Sections 1000.6 through 1000.11 of the Penal Code provide the authority for the preparation of domestic violence diversion reports by probation departments.

### Program Structure

The Investigation Division has three units of investigators, each of which consists of a supervisor and between seven and ten probation officers. The main function of these officers is to investigate the backgrounds of defendants who are awaiting sentencing and to prepare court reports about them. The types of work prepared in the Division include preplea, presentence, form, supplemental, post sentence (1203c), domestic violence diversion and mentally retarded diversion reports. All these types are sentencing reports without sententia. In FY 94-95 73% of the investigating units' workload consisted of presentence reports on convicted felons.

The training officer manages the Department's ongoing employee training program and also serves as 1203.9 Penal Code coordinator. Section 1203.9 of the Penal Code provides for the transfer of legal jurisdiction of probation cases between counties in California, and the training officer oversees this process as it applies to adult probation cases in San Francisco



## INVESTIGATION - 2

The training program is described in more detail later in this report. The training officer reports to the Division Director.

### Program Staff (7/01/94)

Division Director (8435)	1
Supervising Probation Officers (8434)	3
Senior Probation Officers (8442)	15
Probation Officers (8440)	12
Clerk Typist (1424)	1
	32

### Program Objectives

The objectives of the Investigation Division are:

- 1) To prepare complete, accurate, objective and timely reports for the Superior and Municipal courts;
- 2) To provide all probation officers with the introductory and ongoing training mandated by state law for them, and to provide all employees of the Department with job related - training on an as needed basis.



## INVESTIGATION - 3

Program Output -  
Investigation Units

<u>Change</u>		<u>FY 94-95</u>	<u>FY 93-94</u>	<u>Net</u>
1.	Total Presentence Investigations, Superior Court	3529	4638	-23%
2.	Total Presentence Investigations, Municipal Court	0	1	-100%
3.	Total Preplea Investigations	0	2	-100%
4.	Supplemental Reports (including CRC, Atascadero, 1203.03, progress reports, bench warrant returns and supplementals prepared for Community Services)	686	438	+56%
5.	Mentally Retarded Diversion Reports	8	1	+800%
6.	Domestic Violence Diversion Reports	165	191	-13%
7.	Form Reports (1 page reports on prison bound defendants)	413	550	-24%
8.	Post Sentence Reports	<u>44</u>	<u>68</u>	<u>-35</u>
		4845	5889	-17%
9.	Court Services			
A.	Courtesy Investigations/ Closed Case Research	37	46	
B.	Cases processed per 1203.9 P.C.			
		<u>FY 94-95</u>	<u>FY 93-94</u>	
		In	Out	In
	accepted	4	1	9
	rejected	14	3	10
	pending as of 6/30/95	<u>11</u>	<u>2</u>	<u>5</u>
	Total	29	6	24
				6



Output for the Division declined noticeably in FY 94-95, as did arrests in San Francisco over the same period. As a result the number of officers assigned to writing presentence reports was reduced from 26 to 23 during the year..

**INVESTIGATIONS  
PRESENTENCE AND POSTSENTENCE**

**Penal Code**

<b><u>Criminal Code</u></b>	<b><u>Type of Crime</u></b>	<b><u>No.</u></b>
PC 32	Accessory to felony	155
PC 69	Obstructing executive officer	2
PC 118	Perjury	3
PC 135	Destroying evidence	1
PC 136.1	Intimidation of witnesses/victims	7
PC 148	Resisting arrest	20
PC 148.9	False identity to police officer	1
PC 157	Child substitution	1
PC 182.1	Conspiracy to commit any crime	8
PC 186.2	Criminal profiteering	3
PC 187/664	Attempted murder	6
PC 187, 1st	Murder, 1st degree	1
PC 187,2nd	Murder, 2nd degree	14
PC 191.5	Vehicular manslaughter when intoxicated	3
PC 192(a)	Voluntary manslaughter	10
PC 192(b)	Involuntary manslaughter	4
PC 1 92(c)(1)	Vehicular manslaughter w/negligence	2
PC 203	Mayhem	4
PC 207	Kidnapping	3
PC 212.5(a)	Robbery of public trans. driver or a dwelling	46
PC 664/212.5(a)	Attempted Robbery of Public transit driver/dwelling	15
PC 212.5(b)	Robbery - second degree	204
PC 664/212.5(b)	Attempted Robbery - Second degree	30
PC 215	Carjacking	7
PC 236	False imprisonment	30
PC 242	Battery	164
PC 243(b) & (c)	Battery on Peace Officer	18



<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 243(d)	Battery on a person/serious bodily injury	25
PC 243.3	Battery Against Transportation driver/passenger	4
PC 243.4(e)	Sexual battery	6
PC 245(a)(1)	Assault w/deadly weapon other than firearm	226
PC 245(a)(2)	Assault with firearm	41
PC 245(c)	Assault on a peace officer	9
PC 246	Shooting at car or inhabited dwelling	1
PC 246.3	Discharging firearm negligently	18
PC 261	Rape	8
PC 261.5	Unlawful sexual intercourse	5
PC 273(a)(1)	Cruelty to a child	10
PC 273(d)	Corporal injury of a child	1
PC 273.5	Corporal injury on spouse	95
PC 278.5	Deprivation of right to physical cust. or visitation	2
PC 288	Lewd act/child under 14	9
PC 288(a)	Oral copulation	15
PC 288 a(c)	Oral copulation/child 10-14	5
PC 288.5	Continuous sexual abuse of a child	4
PC 289(a)	Penetration of genitals/anus by foreign object	3
PC 314.1	Indecent exposure	7
PC 337(a)(1)&(2)	Bookmaking	3
PC 368	Infliction of pain/suffering on old/dependent adult	5
PC 417(a)(b)(c)and PC 417.1	Exhibiting firearm; exhib. firearm at day care center or in presence of peace officer/reserve police officer	7
PC 422	Terrorist threats	37
PC 451	Arson	3
PC 452	Reckless fire setting	6
PC 453	Possession of flammable/explosive device	2
PC 459/664	Attempted burglary	16
PC 459	Burglary	505
PC 466	Possession of burglary tools	13
PC 470	Forgery	30
PC 475(a)	Check fraud	22
PC 476	Possession of forged check	5
PC 484	Theft	30
PC 487.1	Grand theft	65



## INVESTIGATION - 6

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 487/664	Attempted grand theft	8
PC 496	Receiving stolen property	120
PC 502	Computer fraud	2
PC 504	Embezzlement	1
PC 518	Extortion	2
PC 524	Attempted extortion	7
PC 529	False identification	2
PC 532	False financial statement	2
PC 594(a)	Vandalism	5
PC 646.9	Stalking	7
PC 647	Disorderly Conduct (Various)	6
PC 666	Petty theft with a prior	89
PC 4530	Escape from prison	3
PC 12020	Concealed weapon	7
PC 12021	Concealed firearm/restrictions	65
PC 12025	Concealed firearm within vehicle/on person	20
PC 12031	Carrying a loaded firearm	18
Miscellaneous Penal Code charges		<u>36</u>
Total Penal Code charges		2473

Vehicle Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
VC 14601	Driving w/o valid license	5
VC 10851	Vehicle theft	56
VC 664/10851	Attempted Auto Theft	5
VC 10852	Auto tampering	3
VC 20001	Duty to stop at scene of accident	10
VC 20002	Duty to stop when property damaged	5
VC 23103	Reckless driving	2
VC 23152(a)	Driving under influence alcohol/drugs	32
VC 23153(a)	Driving under influence/bodily injury	21
Miscellaneous Vehicle Code charges		<u>39</u>
Total Vehicle Code charges		178



Health & Safety Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
HS 11350	Possession of narcotics	673
HS 11351	Possession for sale of controlled substances	164
HS 11351.5	Possession of cocaine base for sale	298
HS 11352	Sale/transport narcotics	751
HS 11355	Sale false represented cont. substance	5
HS 11357	Illegal possession of cannabis	9
HS 11359	Possession for sale/marijuana	103
HS 11360(a)	Sale/transport marijuana	210
HS 11364	Drug paraphernalia	11
HS 11377	Possession of dangerous drugs	45
HS 11378	Possession for sale/dangerous drugs	51
HS 11379	Sale/transport dangerous drugs	4
Miscellaneous Health & Safety Code charges		<u>54</u>
Total Health & Safety Code charges		2378

Welfare & Institutions Code

<u>Criminal Code</u>	<u>Welfare &amp; Institutions Code</u>	<u>No.</u>
WI 10980 & 11483	Welfare fraud	102

Business & Professions Code

Miscellaneous drug charges	<u>13</u>
<b>TOTAL CHARGES INVESTIGATED</b>	<b>5144</b>

Telecommuting Program

The Department's telecommuting program was begun experimentally with one officer in March, 1993 and made permanent in June, 1994. As of June 30, 1995 five officers were telecommuting.

All five telecommuters work from their homes preparing felony presentence reports on persons in custody. They visit the Department to pick up assignments, go to the jail to interview defendants, and do most of their other work at home, including the dictation of reports via the Department's telephonic dictating system. Monitoring and measuring the telecommuters' job performance is relatively simple because all investigative officers, including the telecommuters, are responsible for producing a fixed number of reports each month, and all reports are reviewed by a supervisor for accuracy and timeliness.



Accelerated Supplemental Report Program

This special City funded program was begun in February, 1995 to help reduce jail overcrowding. It consists of one 8442 Senior Probation Officer and one 1432 Senior Clerk Typist.

The officer assigned to the program completes court reports about certain incarcerated probationers in 10 court days instead of the usual 20. This shortens the time which probationers spend in local custody if they are suitable for release on their hearing date or, alternatively, are being sent to State prison. The officer, assisted by the clerk, reviews the Superior Court Master Calendar daily to identify appropriate cases, which are then ordered by the court to receive accelerated processing. The program's officer is assigned at least one and more often two supplemental reports each day.

From February 1 through June 30, 1995, 173 reports were completed through the Accelerated Supplemental Report Program.

Training Program

Training for the San Francisco Adult Probation Department is mandated through the Standards and Training for Corrections Program, a State funded entity.

During the probation officer's initial year of employment s/he is required to complete a 200 hour certified basic training course. Thereafter, the officer is required to complete 40 hours of certified training annually. New supervisors are required to complete an 80 hour basic training course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as STC Training Officer and is responsible for insuring compliance with the STC training requirements. During FY 94-95 the Department spent \$27,717.00 in state funds for training of staff. A total of 90 employees received training. All eligible staff members either completed their training requirements or were excused for medical or other reasons. Altogether, 3955 training hours were completed.

In every year since inception of the program, the Adult Probation Department has successfully completed the STC training requirements.



## COMMUNITY SERVICES DIVISION

### Program Description

The Community Services Division enforces court orders and provides supervision to persons granted probation by the Superior and Municipal courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report to the probation officer. The classification system as used by this agency emphasizes community protection.

The Division is also responsible for the supervision of individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.) and Domestic Violence Diversion (1000.6 P.C.) and Mental Retardation Diversion (1001.20 P.C.). Probation Officers are responsible for supervising divertees' participation in and completion of either an educational or treatment program in lieu of criminal prosecution.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer, who shall determine the level and type of supervision consistent with the court ordered conditions of probation."

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officers powers of arrest (1203.2), the probation officers responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

### Program Structure

The Community Services Division has six supervision units. Each unit consists of a unit supervisor and eight to ten probation officers. All six units supervise individuals placed on formal supervised probation from the Municipal and Superior Courts of San Francisco. An additional supervisor is assigned to the Division to supervise the P.O.W.E.R. Program (see POWER PROGRAM below).

Cases are placed into particular caseloads based on the level of risk these cases pose to the Community. Another placement factor is the court (Municipal or Superior) of origin that sentenced the probationer.

The Division currently has three basic types of caseloads: Maximum Risk (felons and misdemeanants), Superior Court Medium and Minimum Risk and Municipal Court Medium and Minimum Risk. At the end of this fiscal year there were 32 of these "general caseloads" organized in four separate units.



There are thirteen Maximum Risk caseloads in the Division with an average caseload size of 100 cases per officer. These caseloads were reduced in size this fiscal year due to a reallocation of departmental resources and the reassignment of State parolees to larger Medium/Minimum Risk caseloads as these individuals are intensively supervised by State Parole agents. The Division added a Maximum supervision caseload in this fiscal year. This reduced caseload (down from 139 per officer in fiscal year 1993-1994) means these individuals are afforded a realistic level of supervision.

There are sixteen Superior Court Medium/Minimum caseloads in the division with an average caseload size of 275 cases per officer. Caseload sizes for this group of officers decreased from an average caseload size of 300 cases per officer in fiscal year 1993-1994.

The Division has three caseloads designated as Municipal Court Medium/Minimum caseloads. These caseloads have an average caseload size of 258 cases per officer. Caseload size for this group of officers rose this fiscal year (average caseload size was 167 cases in fiscal year 1993-1994) as one caseload was disbanded thus increasing overall intakes.

The above "general" caseloads contain one Maximum Risk, five Superior Court Medium/Minimum and one Municipal Court Medium/Minimum that are devoted primarily to Spanish-speaking defendants. The officers assigned to these caseloads are bilingual.

In addition to the basic four units outlined above, a fifth unit, known as Intensive Services, provides close supervision to certain high risk offenders. A sixth unit is composed of officers with specialized assignments, including Drug Diversion, Drug Abatement, the Drinking Driver Program and two Driving Under the Influence caseloads.

Attached to one of the first four units are the Domestic Violence Diversion and the Child Sexual Abuse caseloads. These specialized assignments, along with Drug Diversion, Drug Abatement, the Drinking Driver Program and DUI caseloads are described later in this report.

**Program Staff (authorized strength)**

Division Director (8435)	1
Supervising Probation Officers (8434)	7
Senior Probation Officers (8442)	17
Probation Officers (8440)	35
Legal Process Clerk (8106)	1
	61

**Program Objectives**

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation, and to work cooperatively with other agencies toward that end;



## COMMUNITY SERVICES - 3

2. To ensure compliance with court orders by those persons granted probation and to return probationers to court who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment and obtain employment, training, education, and other community resources; and
4. To supervise the payments by probationers towards victim restitution, fines, attorney fee recoupment, probation costs, and other financial obligations. (Please refer to Administration Division of the annual report for a summary of collections in FY 94-95).

<u>Program Output</u>	<u>1994-95</u>	<u>1993-94</u>	<u>Net Change</u>
Caseload-beginning of fiscal year	10,049	10,080	
Cases added	7,019	7,312	
Total cases under supervision	16,601	17,392	-3%
Terminations/Expirations	7,115	7,343	
Caseload - end of fiscal year	9,486	10,049	-5%
Court reports	9,804	9,582	+2%

### Special Programs

#### 1. SAN FRANCISCO DRUG COURT: THE COURT OF H.O.P.E. (HELP OVERCOME PROBLEMS EARLY)

On March 15, 1995 the San Francisco Municipal Court, in collaboration with the Adult Probation Department, Public Defender's Office, District Attorney's Office, Sheriff's Department, and Department of Public Health, established the San Francisco Drug Court, or Court of H.O.P.E. (Help Overcome Problems Early). The Drug Court provides non-violent drug offenders an opportunity to obtain drug treatment and rehabilitation services.

The Drug Court targets drug offenders who have previously participated and/or failed a traditional drug diversion program {See Drug Diversion below} or who are on felony probation for a narcotics possession charge and are facing probation revocation due to a new narcotics possession arrest. The District Attorney's Office determines eligibility. Participation in the Drug Court is voluntary. Individuals, however, who choose to participate will have their charges dismissed after successful completion of a drug rehabilitation program.



The Adult Probation Department has assigned one probation officer to the Drug Court with a total caseload capacity of 75 individuals. The probation officer is present in court daily. New admittees to the program are escorted by the officer to the Probation Department offices for orientation, and then escorted to the Health Department offices located at 930 Bryant for a thorough assessment and referral to a treatment program. The Officer prepares a suitability report for the Drug Court judge on each case to ascertain whether an individual is suitable for the program. This suitability assessment is based on the individual's criminal record, risk to the community, and motivation to succeed in treatment. The officer also monitors the individual's progress in the program and provides the judge with a report when there is a court appearance. If the individual is cooperating and showing improvement, he/she is continued in treatment. If the individual is doing poorly, he/she may receive sanctions which can include reincarceration, reinstatement of criminal proceedings, or termination from the program.

As of the end of this fiscal year, the officer was supervising thirty-two active participants in Drug Court, and had completed a total of 193 court reports.

2. **POWER PROGRAM**

The Adult Probation Department continues to operate a volunteer program entitled the POWER Program (Probation Officers Working to End Recidivism). POWER provides one to one intensive services to women probationers who are pregnant or have small children, with a view toward breaking the arrest cycle.

Supervision and planning can begin during the period of incarceration, in consultation with the Sheriff's custody staff. The Probation Department staff also networks with the Department of Social Services, Health Department, and community based substance abuse programs. A Supervising Probation Officer position has been allocated to the program. This supervisor monitors and reviews cases and attempts to reduce the population of the overcrowded jail by getting women out of custody and into treatment programs.

The approach is a 12-week program commencing immediately upon release (if in custody), consisting minimally of a weekly one-on-one counseling session between the officer and probationer and a weekly training class addressing such issues as: life skills, self esteem, AIDS/HIV education, day-to-day economics, abusive relationships, chemical dependency, parenting and grooming/personal hygiene, to name some of the classes. Classes are taught by Probation Department staff and volunteers from other agencies.

3. **INTENSIVE SERVICES UNIT**

**Program Description**

This unit presently supervises, in caseloads of 55 probationers or less, individuals who fall within one or more of the below listed categories:



## COMMUNITY SERVICES - 5

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established significant substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. For each assigned case the probation officer develops a case assessment plan, which includes the nature of the probationers problem(s), short and long-term goals, the need of support services, and financial planning. The probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan as needed, but not less frequently than every six months. There are frequent face-to-face contacts by officers with probationers, both in the office and the community.

### Program Staff

The Intensive Services Unit is staffed by a Supervising Probation Officer, three Senior Probation Officers, six Deputy Probation Officers, and one legal process clerk. The Senior and line Probation Officers are assigned to specializations in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs. An additional senior probation officer with an intensive supervision caseload focused in the Tenderloin District is also attached to the Intensive Services Unit.

<u>Program Output</u>	<u>1994-1995</u>	<u>1993-1994</u>	<u>Net</u>
Caseload-beginning of fiscal year	483	384	+25%
Cases added	339	382	
Total cases under supervision	822	766	+7%
Terminations/expirations	315	283	
Caseload - end of fiscal year	507	483	+4%

### 4. TENDERLOIN REVITALIZATION PROGRAM

In December 1992 the California Office of Criminal Justice Planning (OCJP) funded the San Francisco Police Department, Sheriffs Department, the District Attorney's Office, various Community Programs, and the Adult Probation Department under a State grant to fight crime and improve the quality of life in the Tenderloin area of San Francisco. Officially known as "Operation Revitalization," the grant plans to "weed" out the criminal element plaguing this high crime area and in its place "seed" positive programs that improve the quality of life in the area.



Funding for the Operation Revitalization component of this grant was terminated in June, 1994. Because this program was considered extremely successful by Criminal Justice experts and was well-received by residents and merchants in the Tenderloin Community, the Adult Probation Department decided that this caseload should be continued out of the Departmental budget. Therefore, as of July 1, 1994, a Senior Probation Officer was assigned to the Tenderloin District as part of the Intensive Services Unit. This officer intensively supervises up to fifty-five probationers residing in the Tenderloin area. The officer is armed, wears a protective vest, and uses a police radio to contact S.F.P.D. if necessary. The officer works closely with the Police Department and District Attorney's Office to ensure individuals are law abiding and observing their probation conditions. The officer also works closely with community groups such as North of Market Senior Services, the Vietnamese Youth Development Center, and San Francisco S.A.F.E. (Safety Awareness for Everyone) to ensure probationers receive services and support to allow them to be successful on probation.

**Program Staff**

One senior probation officer is assigned specifically to the Tenderloin neighborhood.

**Program Output**

This probation officer maintains a caseload of fifty-five probationers.

**5. DRUG ABATEMENT**

**Program Description**

The Department's Drug Abatement Program started in March 1988. It is funded by a grant from the Federal Government and monitored by the State of California's Office of Criminal Justice Planning (OCJP). OCJP allocated the federal funds and sets case management standards for the program.

In this program a total of up to 50 drug offenders on felony probation receive intensive supervision. In fiscal year 1994-1995, the focus of the program continues to be male offenders (18 to 35 years), convicted of felony drug offenses. Probationers are expected to report in person to a probation officer three times a week. During each contact they are required to submit to a brief physical examination to determine the use of drugs (limited to eye reaction and hypodermic mark detection). Each probationer, during the initial 90 days of the program, submits two urine samples a week for the purpose of detecting illegal drug usage. As the probationer progresses through the program, drug testing is reduced to six times per month. In fiscal year 1994-1995 officers in the program collected a total of 1,392 urine specimens.



## COMMUNITY SERVICES - 7

Close supervision of these individuals ensures that they are conducting law-abiding lifestyles and are adhering to the conditions of their probation. Both officers attempt to engage the probationers in positive behaviors by keeping them active in drug treatment and education. Many clients are referred to the San Francisco City College Employment Opportunity and Services Program which assists low income, educationally disadvantaged students further educational goals that have been disrupted by drug use and criminal conduct. This comprehensive monitoring and support allows many of these young men to break out of recidivistic behaviors.

This fiscal year OCJP grant funds allowed the Department to purchase a car so the officers can supervise probationers in the field.

### Program Staff

Two senior probation officers are funded by this program.

<u>Program Output</u>	<u>1994-1995</u>	<u>1993-1994</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	34	44	
Cases added	66	79	
Total cases under supervision	100	123	-18%
Terminations/expirations	64	89	-28%
Caseload - end of the fiscal year	36	34	

### 6. GANG CASELOADS

The Division currently has three gang caseloads that provide intensive surveillance and supervision to adult criminal gang members in San Francisco. Two of these officers are armed, wear protective vests, and utilize police radios. All three officers are frequently in the community monitoring individuals on their caseloads and networking with rehabilitative agencies and programs. The gang officers maintain close contact with the San Francisco Police Department, the District Attorney's Office and the Bay Area Gang Task Force, which consists of representatives from various Bay Area law enforcement agencies.

### Program Output

Each gang officer maintains caseload size of up to fifty-five probationers.

### 7. DRUG DIVERSION

### Program Description

Drug Diversion operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is granted by the court, there is ongoing contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program..



Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Because of relatively heavy intake, the officers use group orientations to instruct new clients in the conditions of diversion.

### Program Staff

One senior probation officer and one Spanish-speaking probation officer are assigned to the Drug Diversion Program.

<u>Program Output</u>	<u>1994-95</u>	<u>1993-94</u>	<u>Net</u>
<u>Change</u>			
Diversion caseload - beginning of fiscal year	591	680	-13%
Diversion granted	677	633	+6%
Total cases under supervision	1,268	1,313	
Diversion completed/terminated	634	722	-12%
Diversion caseload - end of fiscal year	634	591	+7%
Court reports prepared:			
Suitability reports	1,333	1,257	+6%%
Progress reports	<u>1274</u>	<u>1128</u>	+11%
<b>Total</b>	<b>2,385</b>		

## 8. DOMESTIC VIOLENCE DIVERSION

### Program Description

The Domestic Violence Diversion Program operates by authority of 1000.6 of the Penal Code. The program provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and a report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the divertee's diversion program, which usually includes counseling, and prepares periodic progress reports for the court.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred.

However, according to Penal Code Section 1000.9, criminal proceedings may be reinstated if the divertee is not participating satisfactorily or not benefiting from the program.



As of January 1, 1995 the Probation Department, pursuant to 1000.93 of the Penal Code, is responsible for approving all batterer programs. The State Legislature has established specific guidelines for certification. Three programs were certified in fiscal year 1994-1995.

## **Program Staff**

Five Probation Officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One Senior Probation Officer in Community Services supervises all persons placed on diversion except those who speak only Spanish. The Spanish speakers, of whom there were 18 at years end, are supervised by a bilingual officer.

<u>Program Output</u>	<u>1994-95</u>	<u>1993-94</u>	<u>Net</u>
<u>Change</u>			
Diversion caseload - beginning of fiscal year	152	189	
Diversion granted	134	155	
Total cases under supervision	286	344	-16%
Diversion completed/terminated	179	192	
Diversion caseload - end of fiscal year	107	152	-29%
Progress reports prepared	417	415	

In fiscal year 1994-95, 62% of all terminated diversion cases were closed as successes, meaning that the court found that the defendant had complied with the conditions of diversion.

It should also be noted that one defendant was supervised on Mentally Retarded Diversion (1001.20 of the Penal Code) by the Senior Probation Officer responsible for the Domestic Violence Diversion caseload.

## 9. CHILD SEXUAL ABUSE CASELOAD

## Program Description

An officer is assigned to supervise persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

## **Program Staff**

One Senior Probation Officer handles this assignment.



<u>Program Output</u>	<u>1994-95</u>	<u>1993-94</u>	<u>Net</u>
<u>Change</u>			
Caseload - beginning of fiscal year	74	77	
Cases add	24	27	-5%
Total cases under supervision	98	104	
Terminations/expirations	23	30	
Caseload-end of fiscal year	75	74	

#### 10. DRINKING DRIVER PROGRAM (DDP)

##### Program Description

The Drinking Driver Program (DDP) is responsible for determining the eligibility and motivation of individuals who are placed in the program by the court. Eligible individuals should have been convicted of more than one driving under the influence offense and have not participated in DDP during the past four years. Individuals deemed ineligible by law or who are not desirous of program participation are referred back to court, where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism and provided by Counseling Services for Drinking Drivers. Persons who are rearrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

The program's staff has a personal computer which is used to monitor their large caseloads and to prepare court reports more efficiently. The officers use group orientations to instruct new clients in the conditions of probation.

##### Program Staff

The Drinking Driver Program is supervised by a Senior Probation Officer and a Probation Officer.

<u>Program Output</u>	<u>1994-95</u>	<u>1993-94</u>	<u>Net Change</u>
DDP caseload - beginning of fiscal year	591	774	-23%
Cases added	270	264	+2%
Total cases under supervision	861	1,038	-17%
Expirations/terminations	326	447	-27%
DDP caseload - end of fiscal year	535	591	-9%
Total court reports prepared	555	600	



Program officers generate motions on a personal computer which greatly increases the number of court motions they are able to file on their caseloads. The 23% reduction in caseload size is in fact attributable to 244 cases being modified to court probation this fiscal year. This was made possible in large part due to computerization of reports and motions which allows the officers in the program to generate reports expeditiously.

## **11. DRIVING UNDER THE INFLUENCE PROGRAM (DUI)**

### **Program Description**

The Adult Probation Department currently supervises approximately thirteen hundred persons convicted of driving under the influence of alcohol or drugs. Many of these offenders are placed in the Drinking Driver Program (DDP) (described above in Section 9) if deemed eligible. The remainder of these offenders are supervised in the Driving Under the Influence Program (DUI). Both programs are combined in one unit. This combination allows officers to develop expertise in a specialized area and to manage a high volume of work more efficiently through the use of group orientations and automation of reports.

Virtually all cases in the DUI program have restitution and treatment as conditions of probation. Officers are responsible for monitoring each probationer's participation in treatment and their payment of victim restitution, fines, and fees. Officers use group orientations to instruct new clients in the conditions of probation.

### **Program Staff**

The DUI program is supervised by one Senior Probation Officer and one Probation Officer bilingual in both Spanish and English.

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1993-94</u></b>	<b><u>Net Change</u></b>
DUI caseload - beginning of fiscal year	840	1,228	-31%
Cases Added	255	269	
Total cases under supervision	1,095	1,497	-26%
Expirations/terminations	347	657	-47%
DUI caseload - end of fiscal year	748	840	-10%
Total court reports prepared	166	358	-53%



**COURT REPORT ACTIVITY BY COURT**

	<b>Superior Court</b>		<b>Municipal Court</b>	
	<b>1994-95</b>	<b>1993-94</b>	<b>1994-95</b>	<b>1993-94</b>
July	261	353	349	358
August	534	503	362	352
September	484	484	336	367
October	477	423	315	321
November	440	373	289	326
December	454	456	256	343
January	459	446	389	369
February	479	439	325	336
March	621	542	350	357
April	439	438	292	395
May	455	453	346	354
June	479	482	392	376
	<u>5582+4%</u>	<u>5,342</u>	<u>4001-5%</u>	<u>4254</u>

**GRANTS OF PROBATION BY COURT**

At the end of FY 1993-94, there were 9,486 active cases in Adult Probation, of which 6,745 or 71% were Superior Court cases and 2,741 or 28% were from Municipal Court.



ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Personnel Manager to perform the duties and supervise the activities described in the functions listed below:

**Function:      PERSONNEL**

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers. Serves as Personnel Hearing Officer, Affirmative Action Coordinator, Management's Labor Representative and Safety Coordinator.

**Service Objectives** - To maintain an up to date Performance Appraisal Report for each employee. To develop and administer by agreement with Department of Human Resources examinations for classes unique to Adult Probation Department. To produce all personnel related statistical reports in a timely fashion.

**Staff**

Senior Personnel Analyst (1244)	1
---------------------------------	---

**Function:      RECORDS - RECEPTION**

Under the supervision of a Principal Clerk, this section coordinates and organizes the records and reception. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. The Query Probation (Q PRO) system is used to access active cases on line.

**Service Objectives** - To maintain accurate and up-to-date records of cases active/inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records. This system will remove from the files all records as soon as legally allowable.

This unit fielded 16,980 contacts through the front desk and processed 9,133 reports through the E.D.P. desk.

**Staff**

Principal Clerk (1408)	1
Clerk Typist (1424)	8
Senior Clerk Typist (1426)	1
Total	10



Function: ELECTRONIC DATA PROCESSING

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is utilized to retrieve information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries. The Query Probation (QPRO) system is used to access active probation cases on line. Information provided consists of: the caseload number; Probation Officer's name and telephone number.

Service Objectives - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics and integrate with the Cashier.

Staff

Clerk Typist (1424)

3

Function: TRANSCRIPTION/WORD PROCESSING CENTER

This centralized Department pool types and uses word processing to transcribe work from both the Investigation and Community Services Division of the Department. Transcription work processed here includes presentence, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Supplemental reports are transcribed directly from dictated tapes into final form while all presentence reports are transcribed through a digital voice processing system. The computerized digital voice system can store, assess, manage and disseminate the spoken word for transcription.

This section produced 9,869 documents during this fiscal year, which averages 1,234 per operator. Some Probation Officers typed their own documents. The volume of work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers, staff, and the documents produced by the administrative staff.

Service Objectives - To return completed presentence reports to officers five working days before the court date and to return all other reports to officers 3.5 working days before the court date. To meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.



## ADMINISTRATION -3

### Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	2
Transcriber Typist (1430)	<u>7</u>
Total	10

It is the responsibility of the Business Manager to perform the duties and supervise the activities described under Fiscal/Budget. In addition, the Business Manager has the responsibility for all information processing for the Department.

### Function: INFORMATION PROCESSING

Processes the flow of information for the Department using both mainframe and personal computers. The Department has installed its Local Area Network (LAN). At present the word processing pool, the administrators, and the supervisors are either hooked into the LAN or will be part of the system. Plans are underway to allow the Department to access criminal history information from the desktop. An application has been made to the Department of Justice through the Police Department to accomplish this. "E" Mail has been installed for all administrators and supervisors.

**Service Objective:** To assure the prompt and accurate flow of information from other criminal justice agencies and to distribute that information within the department accurately and efficiently. Also to provide information to other criminal justice agencies, clients, and other departments in an efficient and prompt manner.

### Staff

Supervising Probation Officer (8434)	1
--------------------------------------	---

### Function: FISCAL/BUDGET

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Objective (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors. Prepares legislation for Board of Supervisors' action.

**Service Objective:** To administer the fiscal resources of the Department.

### Function: ACCOUNTING AND PAYROLL

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.



**Service Objectives** - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

**Staff**

Sr. Accountant (1652)	1
Account Clerk (1630)	.5
Total	1.5

**Function:**      CASHIER'S OFFICE

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1993/94, a total of \$1,133,518 passed through this office. These funds are processed through more than 22 different accounts to the City's General Fund, the State of California, and to the victims of crimes. A breakdown of this disbursement and a comparison of the last three years are provided on page 33.

**Service Objectives** - To effectively and efficiently collect and disburse all judicially ordered payments.

**Staff**

Cashier 111(4322)	1.0
Account Clerk (1630)	1.5
Total	2.5

**Function:**      PURCHASING - INVENTORY

Under the supervision of the Senior Accountant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Also attached are the Collection Statistics, the General Fund Budget, and a revised ORG chart.

**Service Objectives** - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

**Staff**

Senior Clerk Typist (1426)	1.
----------------------------	----



ADULT PROBATION DEPARTMENT  
 COLLECTION STATISTICS  
 FISCAL YEAR 1994-95

1994-95      1993-94      1992-93

REVENUES TO THE GENERAL FUND  
 GENERAL FUND FINES

MUNICIPAL	72,809	131,538	184,843
SUPERIOR	46,384	36,952	23,990
TOTAL	119,193	168,490	208,832

PENALTY-MUNI	51,301	31,663	9,395
PENALTY-SUPERIOR	35,003	20,853	5,069
PROBATION COSTS	162,630	152,456	148,600
ADMINISTRATIVE FEE 1203.1PC	29,034	29,625	24,080
COMMUNITY SERVICE FEES	NA	NA	NA
DIVERSION FEES	29,123	32,793	33,082
INSTALLMENT FEES	10,378	10,380	13,770
ATTORNEY FEES	2,020	1,278	595
CHARGE FOR BAD CHECKS	245	170	130
COST OF INVESTIGATION	25,083	23,274	16,102

SUB-TOTAL REVENUES      464,010      470,982      459,657

STATE OF CALIF. COLLECTIONS

COURT FINES - STATE 1463.001	77,827	60,931	25,565
PENALTY ASSESSMENTS, 1464	152,521	150,477	148,304
INDEMNITY FUND, 1463.18	5,644	6,725	9,674
RESTITUTION FUND, 1203.04	16,307	13,235	11,680
RESTITUTION FINE, 1202.04	63,611	53,179	37,596
ADM. SCREENING FEE GC29550C	295	295	125
CITATION PROC. FEE GC 29550C	730	935	350

SUB-TOTAL STATE COLLECTIONS      316,935      285,777      233,294

OTHER COLLECTIONS

RESTITUTION			
DIRECT TO VICTIM	226,218	309,096	250,424
D.S.S.			0
TOTAL	226,218	309,096	250,424
LABORATORY FUND, 1463.14	16,929	22,060	20,317
ALCOHOL REHAB. PROG. 1463.16	16,857	22,245	19,999
EMERGENCY MEDICAL	3,943	10,396	17,340
CRIME LAB FUND	6,460	7,483	9,985
AUTOMATION FUND-MUNI	4,453	3,477	1,294
AUTOMATION FUND-SUPERIOR	3,395	2,004	546
SUSPENSE			

SUB TOTAL OTHER COLLECTIONS      278,255      376,759      319,905

TOTALS

REVENUES	464,010	470,982	459,657
STATE	316,935	285,777	233,294
OTHER	278,255	376,759	319,905
TOTAL COLLECTIONS	1,059,200	1,133,518	1,012,856



**ADULT PROBATION DEPARTMENT  
GENERAL FUNDBUDGET  
FISCAL YEAR 1994-95**

	ORIGINAL	REVISED	EXPENDED	BALANCE	% EXPEND
<b>PERSONNEL COSTS</b>					
PERMANENT SALARIES	4,911,850	5,230,312	5,256,868	(26,556)	100.51%
OVERTIME	21,000	21,000	861	20,139	4.10%
PREMIUM PAY	26,781	26,781	30,373	(3,592)	113.41%
INTERPRETERS	15,000	15,000	17,498	(2,498)	116.65%
MANDATORY FRINGE	1,197,944	1,236,110	1,125,893	110,217	91.08%
<b>TOTAL PERSONNEL COSTS</b>	<b>6,172,575</b>	<b>6,529,203</b>	<b>6,431,493</b>	<b>97,710</b>	<b>98.50%</b>
<b>OPERATING COSTS</b>					
1020 Prof. Services	21,000	21,000	18,000	3,000	85.71%
1060 DP/WP Equipment	750	750	3,049	(2,299)	406.53%
1090 Other Contr. Serv.	120,611	115,511	135,684	(20,173)	117.46%
1110 Use Empl Car	6,000	6,000	7,183	(1,183)	119.72%
1120 Travel	500	500	934	(434)	186.80%
1130 Training	2,420	2,420	175	2,245	7.23%
1230 Telephone	112,900	112,900	83,326	29,574	73.81%
1300 Material/Supplies	48,500	48,500	48,328	172	99.65%
1440 Membership Dues	590	590	999	(409)	169.32%
2200 Equipment Purch.	66,411	69,415	67,928	1,487	97.86%
3000 Police	112,719	107,919	107,918	1	100.00%
3100 Central Shops (R)	6,500	6,500	4,644	1,856	71.45%
3130 Civil Service	976	976	976	0	100.00%
3160 Central Shops (F)	2,766	2,766	1,805	961	65.26%
3180 Bldg. Repairs	5,239	5,239	7,317	(2,078)	139.66%
3331 Chief Admin Office			903	(903)	0.00%
3400 ISD	64,686	81,293	70,023	11,270	86.14%
3500 Reproduction	8,666	8,666	7,990	676	92.20%
3510 City Mail Service	20,156	20,156	19,601	555	97.25%
<b>TOTAL OPERATING</b>	<b>601,390</b>	<b>611,101</b>	<b>586,783</b>	<b>23,763</b>	<b>96.02%</b>
3700 Workers Comp	54,502	54,502	21,658	32,844	39.74%
4900 Revenue transfer out			1,796	1,796	
<b>TOTAL BUDGET</b>	<b>6,828,467</b>	<b>7,196,602</b>	<b>7,041,730</b>	<b>154,872</b>	<b>97.85%</b>







SF  
A30  
#1  
1995-96

# ANNUAL REPORT

1995/96



## SAN FRANCISCO ADULT PROBATION DEPARTMENT

Arlene M. Sauser  
Chief Adult Probation Officer

DOCUMENTS DEPT.

APR 01 1997  
SAN FRANCISCO  
PUBLIC LIBRARY



## TABLE OF CONTENTS

Letter of Transmittal	1
Mission Statement	3
Organizational Overview 1995-96	4
Affirmative Action Policy Statement	6
Table of Organization	7
Adult Probation Process	8
Organization Chart by Activities	9
<b><u>PROGRAMS</u></b>	
<b>Investigation Division</b>	<b>11</b>
Investigation by Charge	14
Telecommuting Program	17
Training Program	18
<b>Community Services Division</b>	<b>20</b>
Domestic Violence Unit	22
Domestic Violence Diversion	23
Intensive Services Unit	25
Tenderloin Revitalization Program	26
Drug Abatement	27
Gang Caseloads	28
Drug Diversion	28
Child Sexual Abuse Caseload	29
Drinking Driver Program	29



## TABLE OF CONTENTS

<b>Administration</b>	<b>32</b>
Personnel & Budget	32
Records/Reception	32
Electronic Data Processing	33
Transcription/Word Processing Center	33
<b>Information Processing</b>	<b>34</b>
Fiscal/Budget	34
Accounting & Payroll	34
Cashiers Office	35
Purchasing/Inventory	35
Collection Statistics	36
Budget	37





**ARLENE M. SAUSER**  
CHIEF ADULT PROBATION OFFICER

March 18, 1997

The Honorable Laurence D. Kay  
Presiding Judge, Superior Court  
633 Folsom Street, Room 634  
San Francisco, CA 94107

Dear Judge Kay:

It is my pleasure to present the San Francisco Adult Probation Department's 1995-96 annual report. This marks the 18th annual report I have submitted, and my last as I will be retiring at the end of July 1997. The Overview provides a brief summary of the year's programs and activities, making comparisons between 1995-96 and the year before. More detailed program descriptions and statistics are presented later in the report. This information helps us to plan our future and it serves to provide understanding to others of probation's functions, its place in the criminal justice system, and its role in the community.

This year, in response to concerns about increased incidences of domestic violence, we began our Domestic Violence Unit. Members of the Unit work closely with their counterparts in the Police Department, the District Attorney, Courts and with program providers. Our P.O.W.E.R. program, a program run through the volunteer efforts of criminal justice, health and human services employees, is in its fifth year of operation. Its target population is pregnant addicts and those with young children. Drug Court, which got its start late in the last fiscal year, has continued to grow and is another example of collaboration among agencies, as is our Drug Abatement Program. Programs which started out as grant funded, such as the Tenderloin Revitalization Program and the Violent Gang Suppression Program, have been continued through the Department's shifting of resources and introduction of efficiencies in other areas.

This year the Department, as the lead agency, was awarded a five year, \$5,660,000 Center for Substance Abuse and Treatment grant. This is a discretionary grant in which much of the money will go to research and evaluation of a case management/treatment approach for substance abusing women who enter the criminal justice system as opposed to incarceration.

Providing good adult probation services to the City and County of San Francisco is a challenge my staff continues to meet. I commend and thank them. I am also deeply appreciative to the Courts for the tremendous support, concern, and patience they have shown the Department.



The Honorable Laurence D. Kay  
March 18, 1997

Page 2

Special thanks goes to Mayor Brown and his staff, and the members of the Board of Supervisors who have shown their support and willingness to learn more about probation's role in the criminal justice system and in the community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Arlene M. Sauer". The signature is fluid and cursive, with a large, stylized 'A' at the beginning.

Arlene M. Sauer  
Chief Adult Probation Officer

AMS:hbm



## **MISSION STATEMENT**

The role and mission of the San Francisco Adult Probation Department is to aid in reducing the incidence and impact of crime in the community.

The basic statement of purpose recognizes:

- that probation services must focus on the issue of crime in the community;
- that probation services are a distinct but integral part of the total criminal justice system; and
- that probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end Adult Probation Officers strive to play a leadership role in the development and implementation of correctional programs that:

- provide for public protection and prevention of crime and delinquency;
- provide services to the court; and
- assist offenders in becoming law abiding, productive members of the community.



## OVERVIEW 1995-96

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the Community by supervising offenders who are placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with offenders, making referrals to appropriate treatment or other resources, encouraging employment, and holding offenders accountable for their actions. Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion and domestic violence diversion cases (1000 et al P.C.), and also mental retardation diversion (1001.20 P.C.).

1. Our Drug Abatement Program, funded through the State's Office of Criminal Justice Planning, completed one three year funding cycle and is in its third year of funding with a different target population, young males, per federal guidelines. The amount of funding was increased over 94-95 and we continue to apply the additional monies to support a position in Drug Court, which began late in fiscal year 1994-95.

Services to drug abusing women were continued even though there was a program shift in Drug Abatement through the continuation of the Department's POWER (Probation Officers Working to End Recidivism) Program. This is a volunteer program which relies on probation personnel and people from other criminal, health and human services agencies who volunteer their time to the program while continuing to meet all the job requirements of their regularly assigned duties. Volunteers work intensively with one or two POWER probationers at a time, teach classes, do drug testing, and contribute in a number of ways, depending on their time, skills, and interests. Several judges participate in teaching classes. The target population is pregnant addicts and/or addicts with small children who are serving a lengthy county jail sentence. The Program receives guidance from an Advisory Board composed of Human Services and Criminal Justice professionals as well as treatment providers, private sector, community and POWER graduates, all of whom also volunteer their time. The Program has saved considerable money through reduced jail bed days, birth of healthy babies, women caring for their own children, and because of its voluntary nature, there has been no cost to the City.

2. In October we were awarded a five year, \$5,660,000 federally funded discretionary grant by the Center for Substance Abuse and Treatment. This is a collaborative program that joins treatment with criminal justice and targets women with substance abuse problems who enter the criminal justice system. The program, NETWORK for Women, uses an assessment and case management approach. The first year stresses planning and implementation, and, of course, collaboration among the various health, human services, and criminal justice agencies. Policy is set by an Executive Policy Committee composed of the participating agency heads and judges from both the superior and municipal courts. When the program is operational it will serve a static population of 250 women.

Past grants awarded the Department, which include a Violent Gang suppression Program and a Tenderloin Revitalization Program, have been continued by the Department after the life of the grants, by reallocating existing resources and introducing cost saving, more efficient ways of working with low risk offenders.



We have also continued our Intensive Services Unit, again for public safety reasons, as many of the offenders placed on probation today are those who formerly were sentenced to State Prison before prisons and jails became so over crowded. We use a nationally recognized and approved classification system to assess risk and assign accordingly.

This year, 4,323 presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to 4,845 for FY 94-95, a decrease of 10.7%. The number of officers assigned to the Investigation Division were also decreased as positions were held open for salary savings, and Investigation officers assisted with the increased number of Motions to Revoke in the Community Services Division.

8,990 probationers were under Department supervision at the close of FY 95-96, down from 9,486 the previous year. This is the fourth year of decline, with the change being fewer cases from the Municipal Court. The number of court reports prepared in the program increased from 9,804 FY 94-95 to 10,240 FY 95-96. Although there was a decrease in actual number of cases the amount of activity increased.

\$437,135 was collected in General Fund Revenues for FY 95-96. This is a slight decrease over FY 94-95 due to changes in legislation. Total collections were \$980,796, a decrease of \$78,404.

For the 15th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirement. This represents the number of years the program has been in existence.

Prisons and jails continue to be overcrowded and community corrections, probation and parole, particularly probation, continue to be underfunded. People who formerly were sentenced to State Prison often end up in probation caseloads because of the overcrowding; most of our caseloads are high, resources are scarce, and there is a great deal of recidivism.



## AFFIRMATIVE ACTION

### POLICY STATEMENT

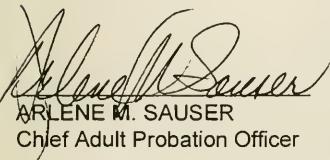
Consistent with the policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with the requirements which govern EEO and AA, Federal, State and Local laws and guidelines of fair employment. This policy is in compliance with provisions of the Consent Decree entered into the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities and non-discrimination for all persons regardless of race, ethnicity, national origin, gender, sexual orientation, marital status, religion, disability, language diversity, political affiliation, age, or medical condition (cancer-related), AIDS/ARC/HIV or medical signs or symptoms related thereto.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement, discipline and termination.

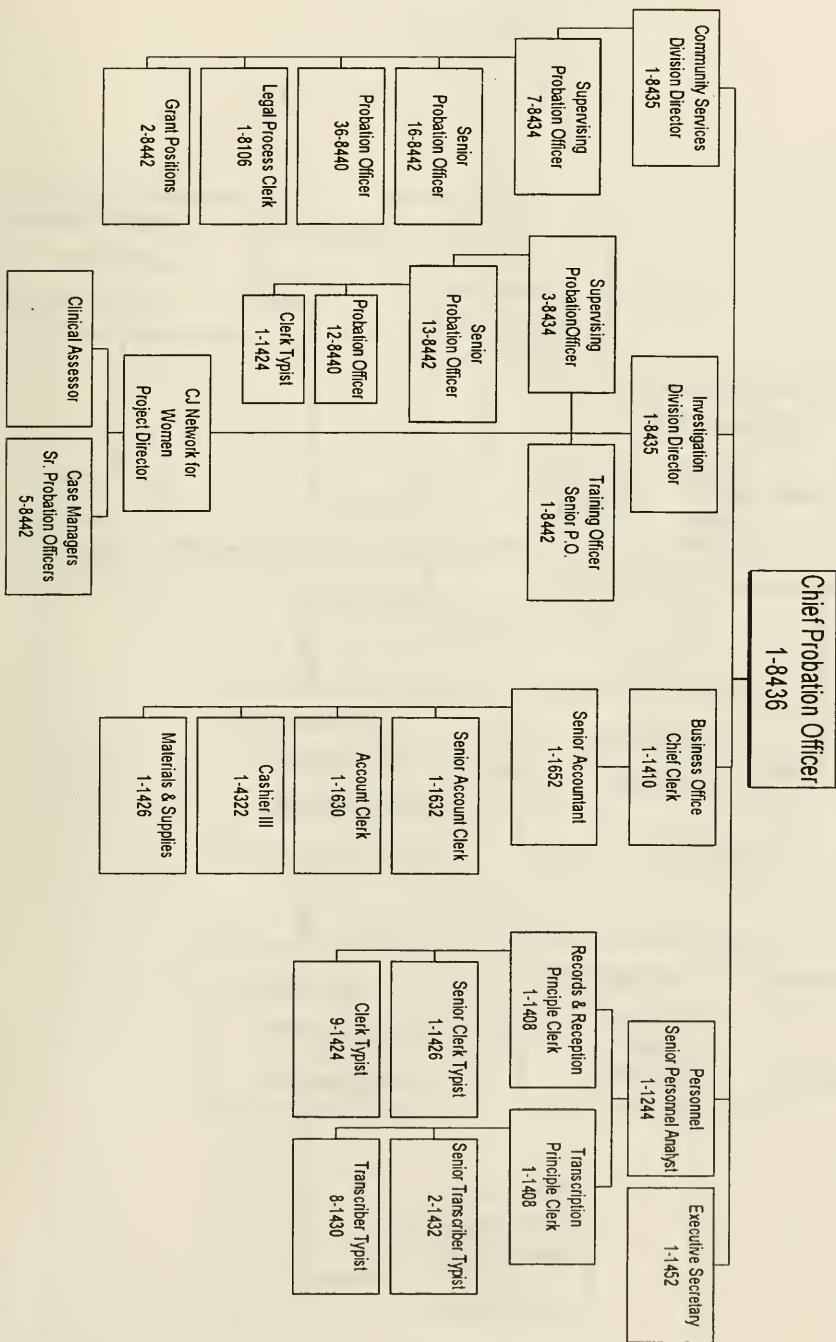
Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. All employees are and will be informed of the Department's EEO/AA policy and all employees have a responsibility to comply. Laura Bernabei, Personnel Officer, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan as well as internal and external reporting and dissemination.



ARLENE M. SAUSER  
Chief Adult Probation Officer

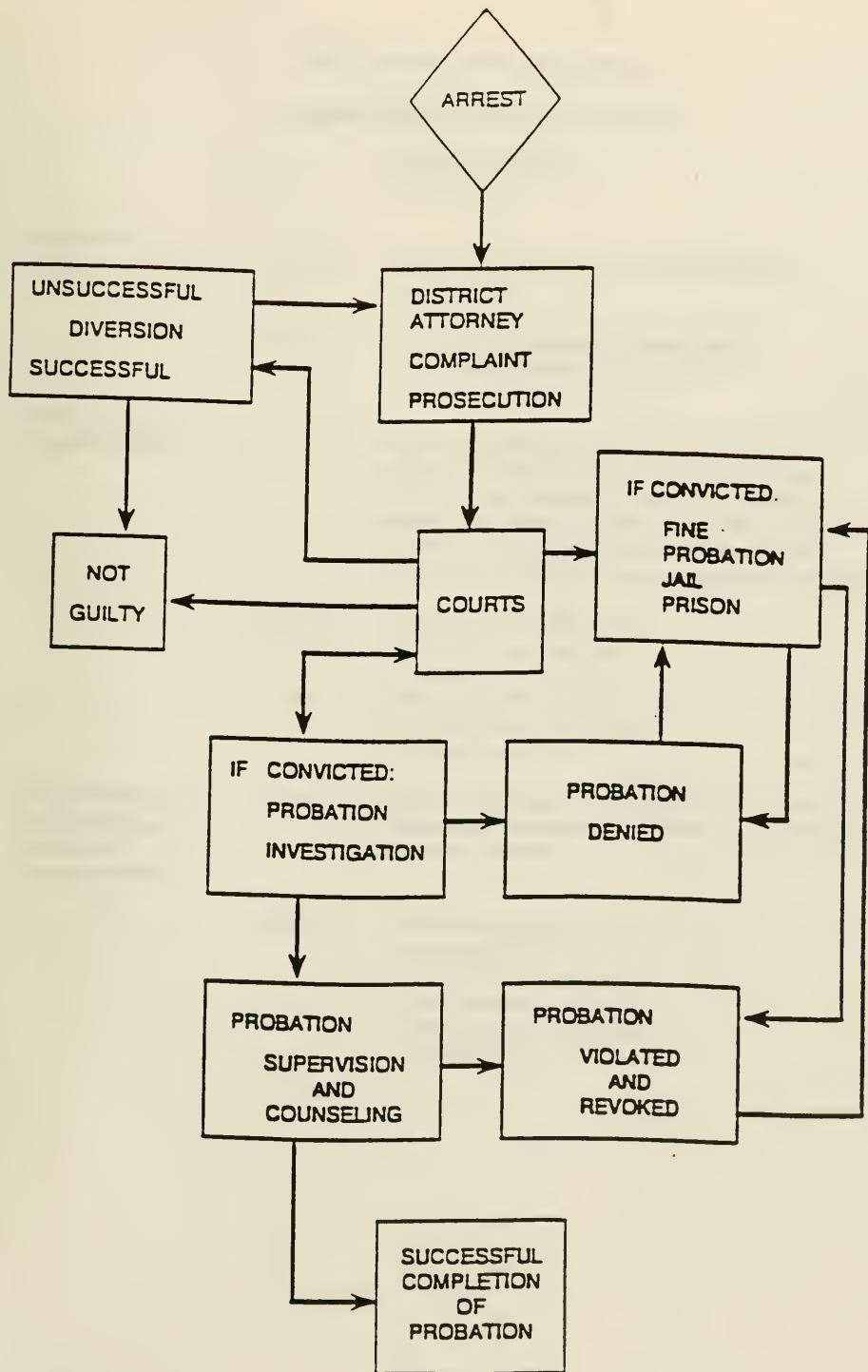


## SAN FRANCISCO ADULT PROBATION DEPARTMENT





# ADULT PROBATION PROCESS





## **ADULT PROBATION DEPARTMENT**

### **ORGANIZATION CHART BY ACTIVITIES**

#### **ADMINISTRATION**

<b>Chief Adult Probation Officer</b>	Function:	Overall administration of the Adult Probation Department.
	Staffing:	1 - Chief Adult Probation Officer (8436) 1 - Executive Secretary 11 (1452)
<b>Finance and Business Office</b>	Function:	Budget preparation, fiscal management and control, business office, collection of fines, fees, and restitution, information services, statistics, maintain computer operations, and telecommunications support. Develop new software applications for departmental use. Materials and Supplies Coordination.
	Staffing:	1 - Business Manager (8434) 1 - Senior Accountant (1652) 1 - Cashier 111 (4322) 1 - Account Clerk (1630) 1 - Senior Account Clerk (1632) 1 - Supply Clerk (1426)
<b>Records/Reception Word Processing Personnel Administration</b>	Function:	Personnel Administration, stenographic services coordination, Records and Reception coordination, Telephone coordination.
	Staffing:	1 - Personnel Manager (1244) 2 - Principal Clerks (1408) . 1 - Senior Clerk Typist (1426) 9 - Clerk Typists (1424) 2 - Senior Transcribers (1432) 8 - Transcribers (1430)



## COMMUNITY SERVICES

<b>Division Director within Division</b>	Function:      Oversee all functions
	Staffing:      1 - Division Director (8435)
<b>Supervision</b>	Function:      Provide supervision to persons placed on probation by the Courts.
	Staffing:      7 - Supervising Probation Officers (8434) 16 -Senior Probation Officers (8442) 36 -Probation Officers (8440) 1 - Legal Process Clerk (8106)

**Grant Funded Positions:** 2 - Senior Probation Officers (8442)

## INVESTIGATION DIVISION

<b>Division Director</b>	Function:      Oversee all functions within division
	Staffing:      1 - Division Director (8435)
<b>Investigation</b>	Function:      Provide Reports to the Courts as mandated by the Penal Code.
	Staffing:      3 - Supervising Probation Officers (8434) 13- Senior Probation Officers (8442) 12 - Probation Officers (8440) 1 - Clerk Typist (1424)
<b>Training Officer</b>	Function:      Coordinate the STC state mandated training to ensure compliance as well as in-house training
	Staffing:      1 - Senior Probation Officer (8442)



## INVESTIGATION DIVISION

### Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in presentence reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services. The reports follow defendants throughout their involvement in the criminal justice system. They provide information to supervising probation officers and to other law enforcement and correctional agencies which have a right and a need to review them.

Attached to the Investigation Division are the Department's training officer and a clerk who supplies support services to the Division.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code, which also specifically mandates the preparation of presentence reports as a part of the sentencing process in most felony cases.

### Program Structure

The Investigation Division has three units of investigators, each of which consists of a supervisor and between seven and ten probation officers. The main function of these officers is to investigate the backgrounds of defendants who are awaiting sentencing and to prepare court reports about them. The types of work prepared in the Division include preplea, presentence, form, supplemental, post sentence (1203c), domestic violence diversion and mentally retarded diversion reports. All these types are sentencing reports without sententia. In FY 95-96 73% of the investigating units' workload consisted of presentence reports on convicted felons.

The training officer manages the Department's ongoing employee training program and also serves as 1203.9 Penal Code coordinator. Section 1203.9 of the Penal Code provides for the transfer of legal jurisdiction of probation cases between counties in California, and the training officer oversees this process as it applies to adult probation cases in San Francisco



## INVESTIGATION - 2

The training program is described in more detail later in this report. The training officer reports to the Division Director.

### Program Staff (7/01/95)

Division Director (8435)	1
Supervising Probation Officers (8434)	3
Senior Probation Officers (8442)	13
Probation Officers (8440)	12
Clerk Typist (1424)	1
	30

The number of report writing officers in Investigation fluctuated from a high of 25 to a low of 22 during the year. The monthly average was 23, of whom 22 were assigned to presentence investigations.

### Program Objectives

The objectives of the Investigation Division are:

- 1) To prepare complete, accurate, objective and timely reports for the Superior and Municipal courts;
- 2) To provide all probation officers with the introductory and ongoing training mandated by state law for them, and to provide all employees of the Department with job related - training on an as needed basis.



INVESTIGATION - 3

**Program Output -  
Investigation Units**

		<u>FY 95-96</u>	<u>FY 94-95</u>	<u>Net Change</u>
1.	Total Presentence Investigations, Superior Court	3143	3529	-10.9%
2.	Total Presentence Investigations, Municipal Court	1	0	undefined
3.	Total Preplea Investigations	0	0	-0%
4.	Supplemental Reports (including CRC, Atascadero, 1203.03, progress reports, bench warrant returns, supplementals and prepared for Community Services and reports for the Accelerated Supplemental report program)	778	686	+13%
5.	Mentally Retarded Diversion Reports	2	8	-75%
6.	Domestic Violence Diversion Reports	90	165	-45%
7.	Form Reports (1 page reports on prison bound defendants)	279	413	-32%
8.	Post Sentence Reports (1203c PC)	<u>30</u>	<u>44</u>	<u>-31</u>
		4323	4845	-10.7%
9.	Court Services			
A.	Courtesy Investigations/ Closed Case Research	34	37	
B.	Cases processed per 1203.9 P.C.			
		<u>FY 95-96</u>	<u>FY 94-95</u>	
		<u>In</u>	<u>Out</u>	<u>In</u>
	accepted	15	2	4
	rejected	18	6	14
	pending as of 6/30/96	<u>5</u>	<u>1</u>	<u>11</u>
	Total	38	9	29
				6



**INVESTIGATIONS  
PRESENTENCE AND POSTSENTENCE**

**Penal Code**

<b><u>Criminal Code</u></b>	<b><u>Type of Crime</u></b>	<b><u>No.</u></b>
PC 32	Accessory to felony	183
PC 118	Perjury	3
PC 135	Destroying evidence	4
PC 136.1	Intimidation of witnesses/victims	3
PC 148	Resisting arrest	19
PC 166	Contempt of Court	3
PC 182	Conspiracy to commit any crime	15
PC 186.2	Criminal profiteering	8
PC 187/664	Attempted murder	12
PC 187, 1st	Murder, 1st degree	1
PC 187,2nd	Murder, 2nd degree	20
PC 191.5	Vehicular manslaughter when intoxicated	3
PC 192(a)	Voluntary manslaughter	10
PC 192(b)	Involuntary manslaughter	3
PC 192(c)(1)	Vehicular manslaughter w/negligence	3
PC 203	Mayhem	2
PC 205	Aggravated Mayhem	1
PC 208	Kidnapping - victim under 14	2
PC 209	Kidnapping for Ransom/Robbery	6
PC 212.5(a)	Robbery of public trans. driver or in a dwelling	17
PC 664/212.5(a)	Attempted Robbery of Public transit driver/dwelling	2
PC 212.5(b)	Robbery - at automated teller machine	39
PC 664/212.5(b)	Attempted Robbery - at ATM	5
PC 212.5(c)	Robbery - second degree	105
PC 664/212.5(c)	Attempted 2nd degree robbery	39
PC 215	Carjacking	10
PC 220	Assault w/intent to commit rape, etc.	6
PC 236	False imprisonment	20
PC 242	Battery	83
PC 243(b) & (c)	Battery on Peace Officer	19



## INVESTIGATION - 5

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 243(d)	Battery on a person/serious bodily injury	30
PC 243.3	Battery Against Transportation driver/passenger	3
PC 243.4(e)	Sexual battery	12
PC 245(a)(1)	Assault w/deadly weapon other than firearm	271
PC 245(a)(2)	Assault with firearm	13
PC 245(a)(3)	Assault with a machine gun	2
PC 245(b)	Assault with a semiautomatic firearm	3
PC 245(c)	Assault on a peace officer	5
PC 246	Shooting at car or inhabited dwelling	1
PC 246.3	Discharging firearm negligently	11
PC 261	Rape	8
PC 261.5	Unlawful sexual intercourse	5
PC 266	Pimping	6
PC 271	Child Abandonment	4
PC 273(a)	Willful harm to a child	16
PC 273(d)	Corporal injury of a child	3
PC 273.5	Corporal injury of a spouse	15
PC 278.5	Deprivation of right to physical custody or visitation	2
PC 286	Sodomy	2
PC 288	Lewd act/child under 14	18
PC 288 a(c)	Oral copulation/child 10-14	3
PC 289(a)	Penetration of genitals/anus by foreign object	4
PC 314.1	Indecent exposure	2
PC 337(a)(1)&(2)	Bookmaking	5
PC 368	Infliction of pain/suffering on old/dependent adult	4
PC 417	Exhibiting firearm	7
PC 422	Terrorist threats	45
PC 424	Embezzlement by public officer	4
PC 451	Arson	4
PC 452	Reckless fire setting	4
PC 453	Possession of flammable/explosive device	2
PC 459/664	Attempted burglary	12
PC 459	Burglary	425
PC 466	Possession of burglary tools	13
PC 470	Forgery	11
PC 475(a)	Check fraud	31
PC 476	Possession of forged check	8
PC 484	Theft	20
PC 487.1	Grand theft	240



INVESTIGATION - 6

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
PC 487/664	Attempted grand theft	18
PC 496	Receiving stolen property	141
PC 502	Computer fraud	4
PC 504	Embezzlement	5
PC 518	Extortion	2
PC 524	Attempted extortion	5
PC 532	False pretenses; obtaining money	2
PC 594(a)	Vandalism	12
PC 597.5	Dog fighting	15
PC 646.9	Stalking	10
PC 647	Disorderly Conduct (Various)	13
PC 666	Petty theft with a prior	108
PC 4530	Escape from custody of prison officials	18
PC 4532	Escape from jail or supervised release	13
PC 12020	Concealed weapon	4
PC 12021	Concealed firearm/restrictions	76
PC 12025	Concealed firearm within vehicle/on person	14
PC 12031	Carrying a loaded firearm	12
Miscellaneous Penal Code charges		<u>32</u>
Total Penal Code charges		2504

Vehicle Code

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
VC 14601	Driving w/o valid license	4
VC 10851	Vehicle theft	73
VC 20001	Duty to stop at scene of accident	15
VC 20002	Duty to stop when property damaged	6
VC 23103	Reckless driving	3
VC 23152(a)	Driving under influence alcohol/drugs	13
VC 23153(a)	Driving under influence/bodily injury	28
VC 2800.2	Evading police/causing injury or death	23
Miscellaneous Vehicle Code charges		4
Total Vehicle Code charges		169



**Health & Safety Code**

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
HS 11350	Possession of narcotics	782
HS 11351	Possession for sale of controlled substances	194
HS 11351.5	Possession of cocaine base for sale	298
HS 11352	Sale/transport narcotics	751
HS 11355	Sale false represented cont. substance	5
HS 11357	Illegal possession of cannabis	9
HS 11359	Possession for sale/marijuana	103
HS 11360(a)	Sale/transport marijuana	210
HS 11364	Drug paraphernalia	11
HS 11377	Possession of dangerous drugs	45
HS 11378	Possession for sale/dangerous drugs	51
HS 11379	Sale/transport dangerous drugs	4
Miscellaneous Health & Safety Code charges		<u>54</u>
Total Health & Safety Code charges		<u>2378</u>

**Welfare & Institutions Code**

<u>Criminal Code</u>	<u>Type of Crime</u>	<u>No.</u>
WI 10980	Welfare fraud	35
Total charges investigated		<u>5118</u>

Drug charges continued to constitute about half of the Division's workload. Dog fighting offenses increased. Offenses starting with B were down 35%. Domestic Violence Diversion reports declined by 45% because in mid year the law was changed to eliminate this sentencing option.

**Telecommuting Program**

The Department's telecommuting program was begun experimentally with one officer in March, 1993 and made permanent in June, 1994. As of June 30, 1996 nine officers were telecommuting.

All nine telecommuters work from their homes preparing felony presentence reports, mainly on persons in custody. Officers visit the Department to pick up assignments, go to the jail to interview defendants, and do most of their other work at home, including the dictation of reports via the Department's telephonic dictating system. Interviews are also done in the Department's offices at the Hall of Justice. Monitoring and measuring the telecommuters' job performance is relatively simple because all investigative officers, including the telecommuters, are responsible for producing a fixed number of reports each month, and all reports are reviewed by a supervisor for accuracy and timeliness.



**Accelerated Supplemental Report Program**

This special City funded program was begun in February, 1995 to help reduce jail overcrowding. It consists of one 8442 Senior Probation Officer and one 1432 Senior Transcriber Typist.

The officer assigned to the program completes court reports about certain incarcerated probationers in 10 court days instead of the usual 20. This shortens the time which probationers spend in local custody if they are suitable for release on their hearing date or, alternatively, are being sent to State prison. The officer, assisted by the clerk, reviews the Superior Court Master Calendar daily to identify appropriate cases, which are then ordered by the court to receive accelerated processing. The program's officer is assigned at least one and often two supplemental reports each day.

In Fiscal Year 1995-96 three hundred seventy-two (372) reports were completed through the Accelerated Supplemental Report Program.

**Training Program**

Training for the San Francisco Adult Probation Department is mandated through the Standards and Training for Corrections Program, a State funded entity.

During the probation officer's initial year of employment s/he is required to complete a 200 hour certified basic training course. Thereafter, the officer is required to complete 40 hours of certified training annually. New supervisors are required to complete an 80 hour basic training course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as STC Training Officer and is responsible for insuring compliance with the STC training requirements. In FY 95-96 the State reduced the amount of training money available to the Department but kept training requirements at the same level as in the past. In response, the Department increased its use of in-house training, in order to reduce costs and still meet its training goals. During FY 95-96 the Department spent \$20,388.00 in state funds for training of staff. A total of 86 employees received training. All eligible staff members either completed their training requirements or were excused for medical or other reasons. Altogether, 3595 training hours were completed.

In every year since inception of the program, the Adult Probation Department has successfully completed the STC training requirements.

**Video Conferencing Project**

In FY 95-96 the Department participated in the implementation of a video conferencing project funded by a grant of \$150,000 from the Transportation Funds for Clear Air Awards (AB 343).



## INVESTIGATION - 9

The City and County of San Francisco used the funds to purchase and install video conferencing sites at two jail facilities in San Bruno and at the San Francisco offices of the Public Defender and Adult Probation. The four sites, each consisting of a video camera and monitor, enable staff of both agencies to conduct inmate interviews without driving back and forth to San Bruno. This saves employees' time, fuel consumption, mileage reimbursement and vehicle maintenance costs. By keeping cars off the road, the project also helps reduce traffic congestion and air pollution.

From inception of the project in August, 1995 through June 30, 1996, probation officers in both divisions of the Department conducted a total of 936 interviews using the video equipment.

Also housed in the Investigation Division is the **Criminal Justice Network for Women** which was funded 10/1/95. This is a federal grant through the Center for Substance and Treatment. The level of funding is projected to be \$5,000,000 over 5 years. The grant will focus on women, within the criminal justice system, who have substance problems. One goal is to get women into treatment as quickly as possible. The project, under the Adult Probation Department as lead agency, will utilize 5 senior probation officer/case managers. The project director was hired on 4/8/96 and will manage the program. The Project Director will report to the Division Director. There are plans to hire a project assistant and a clinical assessor. The University of California, Health Studies Department will be the evaluator for the program. The goal is to divert 250 women from the criminal justice system and into treatment. This is a very exciting and much needed resource for our female population.



## COMMUNITY SERVICES DIVISION

### Program Description

The Community Services Division enforces court orders and provides supervision to persons granted probation by the Superior and Municipal courts. The level of supervision is established by utilizing an assessment tool developed by the National Institute of Corrections Classification System. The level of risk to the community determines the frequency with which the probationer must report to the probation officer. The classification system as used in this agency emphasizes community protection.

The Division is also responsible for the supervision of individuals granted Drug Diversion (1000 P.C.), Domestic Violence Diversion (1000.6 P.C. - repealed 1-1-96), and Mental Retardation Diversion (1001.20 PC). Probation Officers are responsible for supervising divertees' participation in and completion of either an educational or treatment program in lieu of criminal prosecution.

### Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer, who shall determine the level and type of supervision consistent with the court ordered conditions of probation.

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of terms and conditions of probation (1203.12).

### Program Structure

The Community Services Division has six supervision units. Each unit consists of a unit supervisor and nine probation officers. All six units supervise individuals placed on formal supervised probation from the Municipal and Superior Courts of San Francisco. An additional supervisor is assigned to the Division to supervise the P.O.W.E.R. Program (see P.O.W.E.R. Program below).

Cases are placed into particular caseloads based on the level of risk these cases pose to the Community. Another placement factor is the court (Municipal or Superior) of origin that sentenced the probationer.

The Division currently has three basic types of caseloads: Superior and Municipal Court Maximum Risk, Superior Court Medium and Minimum Risk, and Municipal Court Medium and Minimum Risk. At the end of this fiscal year there were 29 of these general caseloads organized in four separate units.



## COMMUNITY SERVICES - 2

Currently there are twelve Maximum Risk caseloads in the Division with an average caseload size of 100 cases per officer.

There are fifteen Superior Court Medium/Minimum caseloads in the Division with an average caseload size of 260 cases per officer. Caseload sizes for this group of officers decreased from an average caseload size of 275 cases per officer in fiscal year FY 1994-1995.

The Division has two caseloads designated as Municipal Court Medium/Minimum caseloads. These caseloads have an average caseload size of 350 cases per officer. Caseload size for this group of officers rose this fiscal year as one caseload was disbanded thus increasing overall intakes. Officers supervising these large caseloads use computers to assist with case management.

The above general caseloads contain one Maximum Risk, five Superior Court Medium/Minimum and one Municipal Court Medium/Minimum that are devoted primarily to Spanish-speaking defendants. The officers assigned to these caseloads are bilingual.

In addition to the basic four units outlined above, a fifth unit, known as Intensive Services provides close supervision to certain high risk offenders. A sixth unit is composed of officers with specialized assignments, including Drug Court, Drug Diversion, Drug Abatement, the Drinking Driver Program and Driving Under the Influence caseloads.

Attached to one of the first four units are the Domestic Violence Diversion cases. In January, 1996, domestic violence diversion was repealed by the State Legislature. The division, in an effort to closely manage domestic violence cases, formed a Domestic Violence Unit (see below). These specialized assignments, along with Drug Court, Drug Diversion, Drug Abatement, the Drinking Driver Program and DUI caseloads are described later in this report.

### Program Staff

Division Director (8435)	1
Supervising Probation Officers (8434)	7
Senior Probation Officers (8442)	18
Probation Officers (8440)	36
Legal Process Clerk (8106)	1
	63

### Program Objectives

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation, and to work cooperatively with other agencies toward that end;



2. To ensure compliance with court orders by persons granted probation and to return probationers to court who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment and obtain employment, training, education, and other community resources; and
4. To supervise the payments by probationers towards victim restitution, fines, attorney fee recoupment, probation costs, and other financial obligations. (Please refer to Administration Division of the annual report for a summary of collections in FY 95-96).

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>	<b><u>Net Change</u></b>
Caseload-beginning of fiscal year	10,619	9,486	
Cases added	6,975	7,395	
Total cases under supervision	17,594	16,881	
Terminations/Expirations	7,461	7,891	
Caseload - end of fiscal year	9,486	8,990	- 6%
Court reports	9,804	10,240	+ 4%

### **Special Programs**

#### **1. DOMESTIC VIOLENCE UNIT**

In response to concerns about the increased incidences of domestic violence in our community, in May, 1996, the Division implemented our Domestic Violence Unit comprised of seven probation officers managed by one supervising probation officer. Six hundred thirty-four felony and misdemeanor domestic violence cases were identified and transferred to these maximum supervision caseloads. This Unit works closely with the San Francisco Police Department's Domestic Violence Response Unit and the District Attorney's Domestic Violence Unit in an effort to hold domestic violence offenders closely accountable with court-ordered treatment and stay-away orders. This Unit also works closely with domestic violence treatment providers to ensure offenders are attending court-ordered counseling that addresses their violent conduct. The supervisor of the Unit, along with designated probation officers, also ensure that treatment programs comply with domestic violence treatment requirements as mandated by California Penal Code Section 1203.093(c). Three programs are currently certified in the City and County of San Francisco by the Department.

Pursuant to Penal Code Section 1203.093(b)(3)(I), the domestic violence officers also must conduct an "assessment of the future probability of the defendant committing murder." This section of the Penal Code became effective January 1, 1996. The Domestic Violence Unit officers have received training in completing these assessments on every domestic violence case now granted probation and referred to the Department from the Courts.



**2. DOMESTIC VIOLENCE DIVERSION**

Domestic Violence Diversion operated by authority of Penal Code Section 1000.6 P.C. The program provided an alternative to prosecution for certain persons charged with violence or attempted violence against household members. The Legislature repealed Section 1000.6 on 1-1-96 in response to increased concern regarding the serious nature of domestic violence in our communities. Nevertheless, we received new cases up to December, 1995 and currently have persons completing domestic violence diversion. It is anticipated this caseload will terminate soon due to attrition.

**Program Staff**

Currently one Senior Probation Officer supervises all persons on diversion except those who speak only Spanish who are supervised by a bilingual officer. It should be noted that both officers are assigned to the Domestic Violence Unit and supervise domestic violence offenders as well as persons on diversion.

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>	<b><u>Net Change</u></b>
Diversion caseload-beginning of fiscal year	152	107	
Diversion granted	134	89	
Total cases under supervision	286	196	-31%
Diversion completed/terminated	179	120	-31%
Diversion caseload - end of fiscal year	107	76	-28%
Progress reports prepared	417	246	-41%

It should also be noted that three defendants were supervised on Mentally Retarded Diversion (1001.20 of the Penal Code) by the Senior Probation Officer responsible for the Domestic Violence Diversion caseload.

**3. SAN FRANCISCO DRUG COURT: THE COURT OF H.O.P.E.  
(HELP OVERCOME PROBLEMS EARLY)**

In March of 1995 the San Francisco Municipal Court, in collaboration with the Adult Probation Department, Public Defender's Office, District Attorney's Office, Sheriff's Department and Department of Public Health, established the San Francisco Drug Court, or Court of H.O.P.E. (Help Overcome Problems Early). The Drug Court provides non-violent drug offenders an opportunity to obtain drug treatment and rehabilitation services.



## COMMUNITY SERVICES - 5

The Drug Court targets drug offenders who have previously participated and/or failed a traditional drug diversion program (see Drug Diversion below) or who are on felony probation for a narcotics possession charge and are facing probation revocation due to a new narcotics possession arrest. This fiscal year the eligibility criteria was expanded to include individuals charged with felony theft offenses and persons on probation for felony theft charges and facing probation revocation.

The Adult Probation Department has assigned one senior probation officer to the Drug Court. The original caseload was to include a maximum of 75 offenders; however, as the statistics below show, the participant population has exceeded proposed maximum capacity. The probation officer is present in court daily. New admittees to the program are escorted by the officer to the Probation Department offices for orientation, and then escorted to the Health Department offices located at 930 Bryant for a thorough assessment and referral to a treatment program. The Probation Officer prepares a suitability report for the Drug Court judge on each case to ascertain whether an individual is suitable for the program. This suitability assessment is based on the individual's criminal record, risk to the community, and motivation to succeed in treatment. The officer also monitors the individual's progress in the program and provides the judge with a report when there is a court appearance. If the individual is cooperating and showing improvement, he/she is continued in treatment. If the individual is doing poorly, he/she may receive sanctions which can include reincarceration, reinstatement of criminal proceedings, or termination from the program.

As of the end of this fiscal year, the officer was supervising ninety active participants in Drug Court. This represents 180% increase in the participant population. This senior probation officer also presented close to 1400 written and oral reports to the Drug Court judge.

<b><u>Program Output</u></b>	<b><u>1995-96</u></b>
Caseload-beginning of fiscal year	32
Cases added	169
Total cases under supervision	201
Graduations/Terminations	111
Caseload - end of fiscal year	90

### **4. POWER PROGRAM**

The Adult Probation Department continues to operate a volunteer program entitled the POWER Program (Probation Officers Working to End Recidivism). POWER provides one on one intensive services to women probationers who are pregnant or have small children, with a view toward breaking the arrest cycle.



Supervision and planning can begin during the period of incarceration, in consultation with the Sheriff's custody staff. The Probation Department staff also networks with the Courts, Department of Social Services, Health Department, and community-based substance abuse programs. A Supervising Probation Officer position has been allocated to the program. This supervisor monitors and reviews cases and attempts to reduce the population of the overcrowded jail by getting women out of custody and into treatment programs.

The approach is a 16-week program commencing immediately upon release (if in custody), consisting minimally of a weekly one-on-one counseling session between the officer and probationer and a weekly class addressing such issues as: life skills, self esteem, AIDS/HIV education, day-to-day economics, abusive relationships, chemical dependency, parenting and grooming/personal hygiene. Classes are taught by Probation Department staff and volunteers from other agencies. Due to demand, this program is targeted for expansion next fiscal year.

## 5. INTENSIVE SERVICES UNIT

### Program Description

This unit presently supervises, in caseloads of 55 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the Classification System and have special supervision requirements due to their criminal history or the seriousness of the offense;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to frequent urinalysis testing due to a substance abuse problem; and,
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. For each assigned case the probation officer develops a case assessment plan, which includes the nature of the probationer's problem(s), short and long-term goals, the need of support services, and financial planning. The probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan as needed, but not less frequently than every six months. There are frequent fact-to-face contacts by officers with probationers, both in the office and in the field.



**Program Staff**

The Intensive Services Unit is staffed by a Supervising Probation Officer, four Senior Probation Officers, five Deputy Probation Officers, and one legal process clerk. The Senior and Deputy Probation Officers are assigned to specializations in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs. One senior probation officer works exclusively with probationers residing in the Tenderloin District of San Francisco (see below).

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1995-1996</u></b>	<b><u>Net Change</u></b>
Caseload-beginning of fiscal year	483	507	+4%
Cases added	339	342	
Total cases under supervision	822	849	
Terminations/expirations	315	341	+8%
Caseload - end of fiscal year	507	508	

**6. TENDERLOIN REVITALIZATION PROGRAM**

In December 1992 the Adult Probation Department received a grant along with the San Francisco Police Department, Sheriff's Department, the District Attorney's Office and various Community Programs to fight crime and improve the quality of life in the Tenderloin area of San Francisco. Officially known as "Operation Revitalization", the grant was to "weed" out the criminal element plaguing this high crime area and in its place "seed" positive programs that help people living in the area.

Although funding for the Operation Revitalization component of this grant was terminated in June, 1994, we have continued the probation component of this valuable project out of our departmental budget. A senior probation officer has been assigned to the Tenderloin District as part of the Intensive Services Unit. This officer intensively supervises up to fifty-five probationers residing in the Tenderloin area. The officer is armed and works closely with the Police Department and District Attorney's Office to ensure individuals are law abiding and observing probation conditions. The officer also works closely with community groups such as North of Market Senior Services, the Vietnamese Youth Development Center, and San Francisco S.A.F.E. (Safety Awareness for Everyone) to ensure probationers receive services and support to allow them to be successful on probation.

**Program Staff**

One senior probation officer is assigned specifically to the Tenderloin neighborhood.

**Program Output**

This probation officer maintains a caseload of fifty-five probationers.



## **7. DRUG ABATEMENT**

### **Program Description**

The Department's Drug Abatement Program started in March 1988. It is funded by a grant from the Federal Government and monitored by the State of California's Office of Criminal Justice Planning (OCJP). OCJP allocates the federal funds and sets case management standards for the program.

In this program a total of up to 50 drug offenders on felony probation receive intensive supervision. In fiscal year 1995-96, the focus of the program continues to be male offenders (18 to 35 years), convicted of felony drug offenses. Probationers are expected to report in person to a probation officer three times a week. During each contact they are required to submit to a brief physical examination to determine the use of drugs (limited to eye reaction and hypodermic mark detection). Each probationer, during the initial 90 days of the program, submits two urine samples a week for the purpose of detecting illegal drug usage. As the probationer progresses through the program, drug testing is reduced to six times per month. In fiscal year 1995-96, officers in the program collected a total of 2,338 urine specimens. This represents a 67% increase in the number of specimens collected from the last fiscal year. The monitoring of illegal drug use by the collection of these specimens deters continued drug use.

Close supervision of these individuals ensures that they are conducting law-abiding lifestyles and are adhering to the conditions of their probation. Both officers attempt to engage the probationers in positive behaviors by keeping them active in drug treatment and education. Many clients are referred to the San Francisco City College Employment Opportunity and Services Program which assists low income, educationally disadvantaged students further education goals that have been disrupted by drug use and criminal conduct. This comprehensive monitoring and support allows many of these young men to break out of recidivistic behaviors.

### **Program Staff**

Two senior probation officers are funded by this program.

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>	<b><u>Net Change</u></b>
Caseload - beginning of fiscal year	34	36	
Cases added	66	76	
Total cases under supervision	100	112	+12%
Terminations/expirations	64	56	
Caseload - end of the fiscal year	36	56	+55%



**8. GANG CASELOADS**

The Division currently has three gang caseloads that provide intensive surveillance and supervision to adult criminal gang members in San Francisco. Two of these officers are armed. All three officers work intensively in the community monitoring individuals on their caseloads and networking with rehabilitative agencies and programs. The gang officers maintain close contact with the San Francisco Police Department, the District Attorney's Office and the Bay Area Gang Task Force, which consists of representatives from various Bay Area law enforcement agencies.

**Program Staff**

Each gang officer maintains caseload size of up to fifty-five probationers.

**9. DRUG DIVERSION**

**Program Description**

Drug Diversion operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is granted by the court, there is ongoing contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Because of relatively heavy intake, the officers use group orientations to instruct new clients in the conditions of diversion.

**Program Staff**

One Senior Probation Officer and one Spanish-speaking Probation Officer are assigned to the Drug Diversion Program.



COMMUNITY SERVICES - 10

<u>Program Output</u>	<u>1994-95</u>	<u>1995-96</u>	<u>Net</u>
<u>Change</u>			
Diversion caseload - beginning of fiscal year	591	634	
Diversion granted	677	675	
Total cases under supervision	1,268	1,309	
Diversion completed/terminated	634	620	
Diversion caseload - end of fiscal year	634	689	+8%
Court reports prepared:			
Suitability reports	1,333	1,458	+9%
Progress reports	<u>1,274</u>	<u>1,295</u>	
<b>Total</b>	<b>2,607</b>	<b>2,753</b>	<b>+ 5%</b>

## 10. CHILD SEXUAL ABUSE CASELOAD

### Program Description

An officer is assigned to supervise persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

### Program Staff

One Senior Probation Officer handles this assignment.

<u>Program Output</u>	<u>1994-95</u>	<u>1995-96</u>	<u>Net</u>
<u>Change</u>			
Caseload - beginning of fiscal year	74	75	
Cases added	24	31	+ 29%
Total cases under supervision	98	106	+ 8%
Terminations/expirations	23	33	+43%
Caseload - end of fiscal year	75	73	

## 11. DRINKING DRIVER PROGRAM (DDP)

### Program Description

The Drinking Driver Program (DDP) is responsible for determining the eligibility and motivation of individuals who are placed in the program by the court. Eligible individuals should have been convicted of more than one driving under the influence offense and have not participated in DDP during the past four years. Individuals deemed ineligible by law or who are not desirous of program participation are referred back to court, where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including driver's license suspension.



The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism and provided by Counseling Services for Drinking Drivers. Persons who are rearrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

The program's staff has a personal computer which is used to monitor their caseloads and to prepare court reports more efficiently. The officers use group orientations to instruct new clients in the conditions of probation.

#### **Program Staff**

The Drinking Driver Program is supervised by a Senior Probation Officer and a Probation Officer.

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>	<b><u>Net Change</u></b>
DDP caseload - beginning of fiscal year	591	535	
Cases added	270	218	
Total cases under supervision	861	753	-12%
Expirations/Terminations	326	380	
DDP caseload - end of fiscal year	535	423	-20%
Total court reports prepared	555	432	-22%

#### **12. DRIVING UNDER THE INFLUENCE PROGRAM (DUI)**

##### **Program Description**

The Adult Probation Department currently supervises approximately one thousand persons convicted of driving under the influence of alcohol or drugs. Many of these offenders are placed in the Drinking Driver Program (DDP) (described above in Section 9) if deemed eligible. The remainder of these offenders are supervised in the Driving Under the Influence Program (DUI). Both programs are combined in one unit. This combination allows officers to develop expertise in a specialized area and to manage a high volume of work more efficiently through the use of group orientations and automation of reports.

Virtually all cases in the DUI program have restitution and treatment as conditions of probation. Officers are responsible for monitoring each probationer's participation in treatment and their payment of restitution, fines and fees. Officers use group orientations to instruct new clients in the conditions of probation.



**Program Staff**

The DUI program is supervised by one Senior Probation Officer and one probation officer bilingual in Spanish and English.

<b><u>Program Output</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>	<b><u>Net Change</u></b>
DUI caseload - beginning of fiscal year	840	748	
Cases added	255	240	
Total cases under supervision	1,095	988	
Expirations/Terminations	347	396	
DUI caseload - end of fiscal year	748	592	-20%
Total court reports prepared	166	231	+39%

**COURT REPORT ACTIVITY BY COURT**

	<b><u>Superior Court</u></b>		<b><u>Municipal Court</u></b>	
	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>
July	261	331	349	273
August	534	418	362	373
September	484	404	336	378
October	477	443	315	329
November	440	434	289	343
December	454	409	256	297
January	459	510	389	510
February	479	469	325	404
March	621	548	350	498
April	439	440	292	542
May	455	486	346	539
June	<u>479</u>	<u>423</u>	<u>392</u>	<u>439</u>
Total	5,582	5,315 -4%	4,001	4,925 +23%

**GRANTS OF PROBATION BY COURT**

At the end of FY 1995-96, there were 8,990 active cases in Adult Probation, of which 6,059 or 67% were Superior Court cases and 2,931 or 32% were from Municipal Court.



## **ADMINISTRATION**

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Personnel Manager to perform the duties and supervise the activities described in the functions listed below:

**Function:      PERSONNEL**

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers. Serves as Personnel Hearing Officer, Affirmative Action Coordinator, Management's Labor Representative and Safety Coordinator.

**Service Objectives** - To maintain an up to date Performance Appraisal Report for each employee. To develop and administer by agreement with Department of Human Resources examinations for classes unique to Adult Probation Department. To produce all personnel related statistical reports in a timely fashion.

**Staff**

Senior Personnel Analyst (1244)	1
---------------------------------	---

**Function:      RECORDS - RECEPTION**

Under the supervision of a Principal Clerk, this section coordinates and organizes the records and reception. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. The Query Probation (Q PRO) system is used to access active cases on line.

**Service Objectives** - To maintain accurate and up-to-date records of cases active/inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records. This system will remove from the files all records as soon as legally allowable.

**Staff**

Principal Clerk (1408)	1
Clerk Typist (1424)	7
Senior Clerk Typist (1426)	1
Total	9



**Function:** ELECTRONIC DATA PROCESSING

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is utilized to retrieve information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries. The Query Probation (QPRO) system is used to access active probation cases on line. Information provided consists of: the caseload number; Probation Officer's name and telephone number.

**Service Objectives** - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics and integrate with the Cashier.

**Staff**

Clerk Typist (1424)

2

**Function:** TRANSCRIPTION/WORD PROCESSING CENTER

This centralized Department pool types and uses word processing to transcribe work from both the Investigation and Community Services Division of the Department. Transcription work processed here includes presentence, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. The majority of the reports, including all pre-sentence reports, are transcribed through the Dictaphone Voice Processing System while the remainder of the reports are submitted in writing from the Community Services Division. The Dictaphone Voice Processing System can store, assess, manage and disseminate the spoken word for transcription.

This section produced 9,869 documents during this fiscal year, which averages 1,234 per operator. Some Probation Officers typed their own documents. The volume of work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers, staff, and the documents produced by the administrative staff.

**Service Objectives** - To return completed presentence reports to officers five working days before the court date and to return all other reports to officers 3.5 working days before the court date. To meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.



## ADMINISTRATION - 3

### Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	2
Transcriber Typist (1430)	8
Total	11

It is the responsibility of the Business Manager to perform the duties and supervise the activities described under Fiscal/Budget. In addition, the Business Manager has the responsibility for all information processing for the Department.

### **Function:** INFORMATION PROCESSING

Processes the flow of information for the Department using both mainframe and personal computers. The Department has installed its Local Area Network (LAN). The word processing pool, the administrators, and the supervisors are part of LAN. Plans are underway to allow the Department to access criminal history information from the desktop. An application has been made to the Department of Justice through the Police Department to accomplish this. "E" Mail has been installed for all administrators and supervisors.

**Service Objective:** To assure the prompt and accurate flow of information from other criminal justice agencies and to distribute that information within the department accurately and efficiently. Also to provide information to other criminal justice agencies, clients, and other departments in an efficient and prompt manner.

### Staff

Supervising Probation Officer (8434)	1
--------------------------------------	---

### **Function:** FISCAL/BUDGET

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Objective (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors. Prepares legislation for Board of Supervisors' action.

**Service Objective:** To administer the fiscal resources of the Department.

### **Function:** ACCOUNTING AND PAYROLL

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.



**Service Objectives** - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

**Staff**

Sr. Accountant (1652)	1
Account Clerk (1630)	.5
Total	1.5

**Function:** CASHIER'S OFFICE

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1995/96, a total of \$980,796 passed through this office. These funds are processed through more than 22 different accounts to the City's General Fund, the State of California, and to the victims of crimes. A breakdown of this disbursement and a comparison of the last three years are provided on page 36.

**Service Objectives** - To effectively and efficiently collect and disburse all judicially ordered payments.

**Staff**

Cashier 111(4322)	1.0
Account Clerk (1630)	1.5
Total	2.5

**Function:** PURCHASING - INVENTORY

Under the supervision of the Senior Accountant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Also attached are the Collection Statistics, the General Fund Budget, and a revised ORG chart.

**Service Objectives** - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

**Staff**

Senior Clerk Typist (1426)	1.
----------------------------	----



ADULT PROBATION DEPARTMENT  
 COLLECTION STATISTICS  
 FISCAL YEAR 1995-96

	1995-96	1994-95	1993-94
<b>REVENUES TO THE GENERAL FUND</b>			
<b>GENERAL FUND FINES</b>			
MUNICIPAL	50,328	72,809	131,538
SUPERIOR	24,373	46,384	36,952
TOTAL	74,701	119,193	168,490
PENALTY-MUNI	56,800	51,301	31,663
PENALTY-SUPERIOR	16,955	35,003	20,853
PROBATION COSTS	177,592	162,630	152,456
ADMINISTRATIVE FEE 1203.1PC	29,259	29,034	29,625
COMMUNITY SERVICE FEES	NA	NA	NA
DIVERSION FEES	40,945	29,123	32,793
INSTALLMENT FEES	8,950	10,378	10,380
ATTORNEY FEES	895	2,020	1,278
CHARGE FOR BAD CHECKS	205	245	170
COST OF INVESTIGATION	28,888	25,083	23,274
BOOKING FEE	1,945	NA	NA
<b>SUB-TOTAL REVENUES</b>	<b>437,135</b>	<b>464,010</b>	<b>470,982</b>
<b>STATE OF CALIF. COLLECTIONS</b>			
COURT FINES - STATE 1463.001	59,244	77,827	60,931
PENALTY ASSESSMENTS, 1464	116,098	152,521	150,477
INDEMNITY FUND, 1463.18	4,800	5,644	6,725
RESTITUTION FUND, 1203.04	19,356	16,307	13,235
RESTITUTION FINE, 1202.04	72,326	63,611	53,179
ADM. SCREENING FEE GC29550C	185	295	295
CITATION PROC. FEE GC 29550C	495	730	935
<b>SUB-TOTAL STATE COLLECTIONS</b>	<b>272,504</b>	<b>316,935</b>	<b>285,777</b>
<b>OTHER COLLECTIONS</b>			
RESTITUTION			
DIRECT TO VICTIM	233,191	226,218	309,096
D.S.S.			
TOTAL	233,191	226,218	309,096
LABORATORY FUND, 1463.14	11,848	16,929	22,060
ALCOHOL REHAB. PROG. 1463.16	11,686	16,857	22,245
EMERGENCY MEDICAL	1,475	3,943	10,396
CRIME LAB FUND	6,493	6,460	7,483
AUTOMATION FUND-MUNI	4,717	4,453	3,477
AUTOMATION FUND-SUPERIOR	1,746	3,395	2,004
SUSPENSE			
<b>SUB TOTAL OTHER COLLECTIONS</b>	<b>271,157</b>	<b>278,255</b>	<b>376,759</b>
<b>TOTALS</b>			
REVENUES	437,135	464,010	470,982
STATE	272,504	316,935	285,777
OTHER	271,157	278,255	376,759
<b>TOTAL COLLECTIONS</b>	<b>980,796</b>	<b>1,059,200</b>	<b>1,133,518</b>



ADULT PROBATION DEPARTMENT  
 GENERAL FUND BUDGET  
 FISCAL YEAR 1995-96

	ORIGINAL	REVISED	EXPENDED	BALANCE	% EXPEND
<b>PERSONNEL COSTS</b>					
PERMANENT SALARIES	5,263,450	5,276,439	5,259,813	16,626	99.68%
RETROACTIVE SALARIES		4,318	4,318	0	100.00%
OVERTIME	10,500	10,500	1,591	8,909	15.15%
PREMIUM PAY	33,005	33,005	33,687	(682)	102.07%
MANDATORY FRINGE	1,360,786	1,360,595	1,371,118	(10,523)	100.77%
<b>TOTAL PERSONNEL COSTS</b>	<b>6,667,741</b>	<b>6,684,857</b>	<b>6,670,527</b>	<b>14,330</b>	<b>99.79%</b>
<b>OPERATING COSTS</b>					
Professional Services	21,750	21,750	18,000	3,750	82.76%
Non Personal Services	145,303	148,303	149,727	(1,424)	100.96%
Travel	500	500	223	277	44.60%
Training	200	200	746	(546)	373.00%
Material/Supplies	45,000	45,000	46,300	(1,300)	102.89%
Membership Dues	590	590	999	(409)	169.32%
Equipment Purch.	66,411	63,411	62,550	861	98.64%
Telephone	61,755	61,755	79,460	(17,705)	128.67%
Police	11,188	11,188	11,188	0	100.00%
Central Shops (R)	6,043	6,043	4,222	1,821	69.87%
Civil Service	976	976	835	141	85.55%
Central Shops (F)	2,766	2,766	1,691	1,075	61.14%
Bldg. Repairs	5,239	5,239	9,181	(3,942)	175.24%
ISD	177,405	177,405	174,948	2,457	98.62%
Reproduction	8,666	8,666	9,484	(818)	109.44%
City Mail Service	20,156	20,156	19,298	858	95.74%
Eipsc			567	(567)	0.00%
<b>TOTAL OPERATING</b>	<b>573,948</b>	<b>573,948</b>	<b>589,419</b>	<b>(15,762)</b>	<b>102.70%</b>
Workers Comp	46,000	46,000	27,579	18,421	59.95%
Unappropriated Rev.	(11,188)	0	0		
<b>TOTAL BUDGET</b>	<b>7,276,501</b>	<b>7,304,805</b>	<b>7,287,525</b>	<b>17,280</b>	<b>99.76%</b>













